

Texas Council for Developmental Disabilities Quarterly Meeting

Sheraton Georgetown Texas Hotel and Conference Center
1101 Woodlawn Avenue
Georgetown, Texas 78628

Meeting Schedule Wednesday, August 2, 2017

2:00 PM — 3:15 PM
Audit Committee Meeting
Room: Longhorn

3:30 PM – 6:00 PM
Executive Committee Meeting
Room: Longhorn

Thursday, August 3, 2017

8:30 AM — 9:15 AM
Council Meeting Overview
Room: Chennault

9:30 AM — 1:00 PM
Committee of the Whole
Room: Chennault

1:30 PM — 4:00 PM
Project Development Committee Meeting
Room: Wildflower

Public Policy Committee Meeting
Room: Longhorn

4:00 PM — 5:00 PM
Council Member Work Session
Room: Wildflower

4:30 PM — 5:00 PM
Executive Committee Meeting
Room: Longhorn

Friday, August 4, 2017

9:00 AM — 12:00 Noon
Council Meeting
Room: Chennault

Executive Committee Meeting — Agenda

Hilton Austin Airport
Room: Longhorn

Wednesday, August 2, 2017, 3:30 PM – 6:00 PM

Call to Order

- 1. Introductions of Committee Members, Staff and Visitors**
- 2. Public Comments**
- 3. Consideration of May 3, 2017, Minutes — TAB 1 — ACTION ITEM**
- 4. Chair's Report:**
 - A. Council Member Absences
 - B. Other Updates
- 5. Executive Director's Report: — TAB 2**
 - A. Stipends Approved
 - B. Staff Updates
 - C. Other Updates
- 6. Disproportionalities and Disparities — TAB 3**
- 7. Grants Activities Reports: — TAB 4**
 - A. Grants and Projects Update
 - B. Independent Audit Status Report
 - C. Risk Assessment of TCDD Projects
- 8. TCDD Quarterly Financial Report — TAB 5**
- 9. FY 2018 Operating Expense Budget — TAB 6 — ACTION ITEM**
- 10. Continuation Grant Awards: — TAB 7 — ACTION ITEM**
 - A. Easter Seals – “Leadership Development and Advocacy Skills Training”
 - B. Paso del Norte Children’s Development Center – “Leadership Development and Advocacy Skills Training”
 - C. Light and Salt – “Culturally Appropriate Family Supports”
 - D. Texas Advocates – “Grassroots Community Organizing”
 - E. EveryChild, Inc. – “Public Policy Fellow”
 - F. Volar Center for Independent Living – “Building Community Capacity through Collaboration”
- 11. New Grant Awards: — TAB 8 — ACTION ITEM**
 - A. Public Policy Fellows
 - B. Texas Sibling Network
- 12. Independent Review Panel Members — TAB 9 — ACTION ITEM**
- 13. Future Activities for Community Engagement: — TAB 10 — ACTION ITEM**
 - A. Community Outreach Coordinators
 - B. Travel Funds for Advisory Committees

14. FY 2018 Memorandum of Understanding with Texas Education Agency — TAB 11 —

ACTION ITEM

15. Conflict of Interest Disclosures

16. Other Updates

17. Executive Session: Annual Review of Executive Director

Recess

Thursday, August 3, 2017 4:30 PM – 5:00 PM

Reconvene

18. Continuation of Unfinished Business

19. Committee Chair Debriefing

Adjourn

Committee of the Whole Meeting — Agenda

Hilton Austin Airport

Room: Chennault

Thursday, August 3, 2017, 9:30 AM – 1:00 PM

Call to Order

- 1. Introductions of Committee Members, Staff and Visitors**
- 2. Public Comments**
- 3. 85th Texas Legislature Wrap-Up — TAB 12**
- 4. Health and Fitness Panel — TAB 13**
- 5. How Medicaid Works — TAB 14**

Adjourn

Project Development Committee Meeting — Agenda

Hilton Austin Airport

Room: Wildflower

Thursday, August 3, 2017, 1:30 PM – 4:00 PM

Call to Order

- 1. Introductions of Committee Members, Staff and Visitors**
- 2. Public Comments**
- 3. Consideration of May 4, 2017, Minutes — TAB 15 — ACTION ITEM**
- 4. Chair's Remarks:**
 - A. Member Absences
 - B. Chair's Quarterly Activities
- 5. Member Updates:** Reports of Members' quarterly activities
- 6. Disproportionalities and Disparities Discussion — TAB 3**
- 7. Staff Reports:**
 - A. Status of New Projects
 - B. Project Funds Available
 - C. Other Updates
- 8. Future Activities for State Plan Implementation — TAB 16: — ACTION ITEM**
 - A. Executive Summaries:
 1. Leadership Development and Advocacy Training Projects: Rural Areas
 2. Peer Support Specialists for Individuals Living in Institutions
 - B. State Plan Projects
 - C. Other Discussion Items
- 9. Future Project Funding Priorities — TAB 17 — ACTION ITEM**
- 10. Other Discussion Items**

Adjourn

Public Policy Committee Meeting — Agenda

Hilton Austin Airport

Room: Longhorn

Thursday, August 3, 2017, 1:30 PM – 4:00 PM

Call to Order

- 1. Introductions of Committee Members, Staff and Visitors**
- 2. Public Comments**
- 3. Consideration of May 4, 2017, Minutes — TAB 18— ACTION ITEM**
- 4. Chair's Remarks:**
 - A. Member Absences
 - B. Chair's Quarterly Activities
- 5. Member Updates:** Reports of Members' quarterly activities
- 6. Disproportionalities and Disparities Discussion — TAB 3**
- 7. Public Policy Staff Activities — TAB 19:**
 - A. State Policy Activities
 - B. State Supported Living Centers Update
 - C. Federal Policy Activities
- 8. Other Discussion Items**

Adjourn

Council Meeting — Agenda

Hilton Austin Airport

Room: Chennault

Friday, August 4, 2017, 9:00 AM – 12:00 Noon

Call to Order

1. **Introductions of Committee Members, Staff and Visitors**
2. **Public Comments**
3. **Consent Items: — ACTION ITEM**
 - A. May 4–5, 2017, Minutes — **TAB 20**
 - B. Excused Absences of Council Members
4. **Chair's and Executive Director's Report:**
 - A. Staff Updates
 - B. Conferences
 - C. State Plan Activities
 - D. Other Discussion
5. **FY 2017 Annual Internal Audit Report — TAB 23 — ACTION ITEM**
6. **Internal Audit Contract Awards for FY 2018 – FY 2021 — ACTION ITEM**
7. **FY 2018 Operating Expense Budget — TAB 6 — ACTION ITEM**
8. **FY 2018 Memorandum of Understanding with Texas Education Agency — TAB 11— ACTION ITEM**
9. **Future Activities for State Plan Implementation: — ACTION ITEM**
 - A. TCDD Community Outreach Coordinators — **TAB 10**
 - B. Travel Funds for Advisory Committees — **TAB 10**
 - C. Leadership Development and Advocacy Training: Rural Areas — **TAB 16**
 - D. Peer Support Specialists for Individuals Living in Institutions — **TAB 16**
 - E. Future Funding Priorities — **TAB 17**
10. **Disproportionalities and Disparities — TAB 3**
11. **Communications and Marketing Activities Report — TAB 21**
12. **Executive Committee Report:**
 - A. Grant Awards:
 1. Continuation Grant Awards
 2. New Grant Awards
 3. Stipends

- B. Grant Activities Report
- C. TCDD Financial Reports
- D. Independent Review Panel Members
- E. Conflict of Interest
- F. Other Discussion Items

13. Project Development Committee Report:

- A. Grants and Projects Report
- B. Other Discussion Items

14. Public Policy Committee Report:

- A. Public Policy Staff Activities
- B. Other Discussion Items

15. Audit Committee Report:

- A. Update of FY 2016 – FY 2017 Audit Activities
- B. Other Discussion Items

16. State Agency Representatives Quarterly Activities Update

17. Announcements and Updates — TAB 25

Adjourn

Audit Committee Meeting — Agenda

Hilton Austin Airport

Room: Longhorn

Wednesday, August 2, 2017, 2:00 PM – 3:30 PM

Call to Order

- 1. Introductions of Committee Members, Staff and Visitors**
- 2. Public Comments**
- 3. Consideration of November 2, 2016, Minutes — TAB 22 — ACTION ITEM**
- 4. Update — FY 2016 Audit of Website Maintenance — TAB 24**
- 5. Review of FY 2017 Findings and Observations Grant Monitoring — TAB 24**
- 6. Consideration of FY 2017 Annual Internal Audit Report — TAB 23 — ACTION ITEM**
- 7. Internal Audit Contract Awards FY 2018 – FY 2021 — ACTION ITEM**
- 8. Other Discussion Items**

Adjourn

Executive Committee Meeting Minutes

Tab 1

Background:

Minutes of the May 3, 2017, Executive Committee meeting are included for your review.

Executive Committee — Agenda Item 3

Expected Action:

The Committee will review, revise as appropriate, and approve.

EXECUTIVE COMMITTEE MEETING May 3–4, 2017 — DRAFT MINUTES

Wednesday, May 3, 2017

Attendance

Committee Members Present

Mary Durham, Council Chair
Gladys Cortez
Michael Peace
Lora Taylor
John Thomas

Council Members Present

Kimberly Blackmon
Amy Sharp
Nina Zuna

Staff Present

Beth Stalvey, Executive
Director
Martha Cantu
Joanna Cordry
Cynthia Ellison
Radames Fuentes
Jessica Ramos
Joshua Ryf
Koren Vogel

Call To Order

The Executive Committee of the Texas Council for Developmental Disabilities convened on Wednesday, May 3, 2017, in the Ames Meeting Room at the Sheraton Georgetown Texas Hotel and Conference Center, 1100 Woodlawn Ave, Georgetown, TX 78628. Council Chair Mary Durham called the meeting to order at 3:37 PM.

1. Introductions

Committee members, staff and guests were introduced.

2. Public Comments

No public comments were offered to the Committee.

3. Consideration of Minutes

The minutes were reviewed and no additions or corrections were noted.

MOTION: To approve the minutes of the February 8, 2017, Executive Committee meeting as presented.

MADE BY: Lora Taylor

SECOND: Gladys Cortez

The motion **passed** unanimously.

4. Chair's Report

Council Chair Durham reviewed expected absences for the Council and Committee meetings which include Kris Clark, Mateo Delgado, Ruth Mason, Dana Perry, Brandon Pharris, David Taylor and representatives from Disability Rights Texas. With neither Jennifer Kaut nor Sara Kendall available to attend, Paula Brunson will represent Texas

Workforce Commission as a non-voting member. Durham reported that Nina Zuna has replaced Zach Ahonle as the alternate representative from the Texas Center for Disability Studies and that she along with representatives from the Health and Human Services Commission (HHSC) recently completed orientation and are now eligible to vote. She further noted that Kristen Cox has requested to be placed on the Public Policy Committee following her term as Council Vice-Chair.

5. Executive Director's Report

Executive Director Stalvey reviewed stipend awards that were approved during the past quarter to the following applicants:

- A. Texas Parent to Parent: Events stipend for up to \$7,500 for 13th Annual Texas Parent to Parent Conference on June 16–17, 2017, in San Marcos.
- B. Texas Advocates: Events stipend for up to \$7,448 for the 2017 Texas Advocates Annual Convention on July 25–30, 2017, in San Marcos.
- C. American Association on Intellectual and Developmental Disabilities — Texas Chapter (AAIDD — TX): Events stipend for up to \$7,260 for the 42nd Annual AAIDD-TX Convention on July 25–28, 2017, in Houston.
- D. American Association on Intellectual and Developmental Disabilities — Texas Chapter (AAIDD — TX): Speakers stipend for up to \$2,770 for the 42nd Annual AAIDD-TX Convention on July 25–28, 2017, in Houston.
- E. University of North Texas Kristen Farmer Autism Center: Events stipend for up to \$7,500 for Adventures in Autism Intervention and Research Conference on July 29, 2017, in Denton.

Stalvey provided several updates on TCDD staff to include that Sonya Hosey has been granted disability retirement status and her last day with the agency was March 31, 2017 and that Webmaster Peggy Oster is on medical leave but continues to do some work from home. Stalvey introduced Grants and Contracts Compliance Specialist Radames Fuentes who began his position with the agency on April 17, 2017.

Stalvey discussed budget assumptions for FY 2018. She noted that it is unknown what the federal allotment will be for the next fiscal year but that the operating expense budget will assume level funding and projected expenses will be similar to the current fiscal year. One significant increase may be for internet and phone usage. Operations Director Martha Cantu reported that due to our fiber-optic cable connection to the Texas Education Agency (TEA) sever, AT&T is the only available provider and our monthly rate recently suddenly increased in price from \$156 per month to over \$2000 per month. Cantu explained that the \$156 rate was an error that should have been approximately \$800 and this was realized when the rate increased. Rates were negotiated down for the last two months but will increase for May — August. TEA is negotiating rates for the FY 2018 contract.

The Partners in Policymaking project has closed the application period on May 1, 2017 and 145 applications were received. An initial glance shows there to be a diverse

applicant pool in ethnicity and geography. The class will be selected from a three-part process. The contract team will conduct an initial technical review of each application. An independent review panel will then narrow the pool by determining “yes”, “no” or “alternate potential” for each applicant. Final decisions for the class and alternates will be determined by TCDD staff and the contract team.

Stalvey reviewed a list of upcoming conferences and events in which she, staff, and Council members will participate in the upcoming quarter. The Disability Leadership Institute will take place in Houston on May 8–12, 2017. Council member Scott McAvoy has indicated that he is attending this event. Stalvey will participate as a mentor in the National Association of Councils on Developmental Disabilities (NACDD) new executive director orientation in Washington, DC on May 15–16, 2017 which provides additional opportunities to learn about changes to federal reporting requirements. Stalvey will participate in the American Association of Developmental Medicine and Dentistry and TCDD will likely have an exhibit booth at the conference in Houston on June 2–4, 2017. Stalvey has also been invited to participate in a Spark Initiative Conversation on Informed and Supported Decision Making. This is an NACDD partnership event with Optum that takes place in Minneapolis, MN on June 20–21, 2017. Stalvey and Planning Director Joanna Cordry will attend the NACDD Conference and Administration on Intellectual and Developmental Disabilities (AIDD) workshop in Salt Lake City on July 11–14, 2017. Council Vice-Chair John Thomas and Kristen Cox will also attend the NACDD conference. It was also noted that two TCDD grantees will present their projects at this conference. Stalvey will also participate in the closing panel of the American Association on Intellectual and Developmental Disabilities — Texas Chapter (AAIDD-TX) convention in Houston on July 28, 2017. TCDD will also have an exhibit booth at this event.

The Committee discussed the potential to host the February 2018 meeting in conjunction with the Texas State Independent Living Council (SILC) meeting and Accessible Transportation Summit which are scheduled to take place in Waco on the same dates of the Council meeting. Members were in favor of this if logistics could be arranged.

6. Disproportionalities and Disparities

Committee members discussed information provided in a handout on “Disconnected Youth” which is defined as teenagers and young adults between the ages of 16–24 who are neither in school nor working. National data shows that disconnected youth are disproportionately poor, living with disabilities and parenting children. Public Policy Director Jessica Ramos reviewed the Texas-specific data presented in the document. Planning Director Cordry noted that this information can guide the Council’s plans for future project development.

Executive Director Stalvey also reported that representatives from each of the Texas DD Network Partners will be attending the Leadership Institute for Cultural Diversity and Cultural and Linguistic Competency sponsored by Georgetown University. Texas is one of

six states that were awarded a grant from AIDD to attend this institute. Prior to the institute there is a significant amount of training that includes webinars, analysis, and writing assignments as well as state team meetings to discuss how disparities are addressed. Cordry will also attend a separate session of the institute as part of the NACDD board.

7. Grants Activities Reports

Grants Management Director Cynthia Ellison reported that seven onsite reviews were completed during the previous quarter and that an onsite review from Volar Center for Independent Living is still pending from November. Executive Director Stalvey noted that TCDD staff continue to work with staff from Volar to obtain the documents needed to complete this review and are optimistic that the situation will be reconciled. However, a letter was issued to the grantee indicating that conditions existed for grant suspension on April 20, 2017 with a response received on May 2, 2017. Staff will review this response following the Council meeting.

Ellison reviewed the Independent Audit Status Report noting that seven projects had independent audits during the previous quarter and two of those were forwarded for a desk review and are still pending. There were no significant findings in the independent audits.

TCDD grants managements operations were the focus of the FY 2017 Internal Audit conducted by Weaver and Associates. It was a positive audit with four primary findings regarding documentation of processes which are being addressed.

8. TCDD Quarterly Financial Report

Operations Director Martha Cantu reviewed the FY 2017 TCDD Administrative and Expense budget, noting that negative balances are expected next quarter in the areas of professional services due to the contracts for temporary employees and utilities due to the increase from AT&T. This will be offset by reduced expenses in other areas.

Congress has recently approved level funding of Councils through the end of 2017.

9. Consideration of Continuation Grant Awards

Council Chair Durham read a statement regarding Conflict of Interest prior to the consideration of continued funding of grant projects reminding members, staff and guests to excuse themselves from the conversation if a conflict exists.

Grants Management Specialist Wendy Jones participated by conference call and reviewed the executive summary for the Texas SILC Accessible Transportation Summits project. Funding of up to \$150,000 is requested for the second year of a three-year project.

During the first year of the project, Texas SILC has conducted needs assessment surveys, recruited 36 Consumer Advocates in Transportation, provided resource information for consumers, and conducted the first summit.

MOTION: To approve up to \$150,000 in continuation funding to Texas Statewide Independent Living Council for the second year of a three-year Accessible Transportation Summits project.

MADE BY: Lora Taylor

SECOND: Michael Peace

The motion **passed** unanimously. (Attachment 1).

Jones next reviewed the executive summary for Region 17 Education Service Center (ESC) Family Involvement in Schools project. Funding of up to \$299,996 is requested for the fifth and final year of this project.

She noted that the primary measure of this project's success has been increased parent participation in Admission, Review & Dismissal (ARD) meetings. TCDD staff are working with the grantee to focus on data collection during the final year of the project that will inform student outcomes and promote sustainability and replication in other regions.

MOTION: To approve up to \$299,996 in continuation funding to Region 17 Education Service Center for the fifth and final year of the Family Involvement in Schools project.

MADE BY: Michael Peace

SECOND: Lora Taylor

The motion **passed** unanimously. (Attachment 2).

Jones next reviewed the executive summary for National Disability Institute's Understanding Employment Options and Supports project. Funding of up to \$150,000 is requested for the second year of a three-year project.

Through a survey, the project identified the needs of individuals, family members and support systems regarding public benefit programs, employment services, and financial capability strategies. 1,394 individuals were surveyed and 400 responses were received. NDI proposes a webinar series, short training videos and an online training program to increase awareness, understanding and utilization of supports to increase income and assets through competitive employment.

MOTION: To approve up to \$150,000 in continuation funding to National Disability Institute for the second year of a three-year Understanding Employment Options and Supports project.

MADE BY: Lora Taylor

SECOND: Michael Peace

The motion **passed** unanimously. (Attachment 3).

Grants Management Director Ellison reviewed the executive summary for Family to Family Network's Leadership Development and Advocacy Training project. Funding of up to \$75,000 is requested for the second year of a five-year project.

53 individuals with intellectual/developmental disabilities (I/DD) and their family members along with 12 community members were trained in advocacy skills at a Legislative Forum. 36 individuals with I/DD and their families along with 85 community members were trained on employment. Additional classes, including a Spanish language only training, are planned for upcoming months. Staff report no problems or concerns with the project.

MOTION: To approve up to \$75,000 in continuation funding to Family to Family Network for the second year of a five-year Leadership Development and Advocacy Training project.

MADE BY: Gladys Cortez

SECOND: Lora Taylor

The motion **passed** unanimously. (Attachment 4).

10. Consideration of Review Panel Members

Planning Director Cordry reviewed changes to the Independent Review Panel application made at the Committee's request for more detail. She also noted that outreach through social media significantly increased the number of applications which currently includes 10 parent advocates and 3 self-advocates. Chair Durham complimented these efforts.

MOTION: To approve 15 new members to be included in the list of potential TCDD Independent Review Panel members.

MADE BY: Lora Taylor

SECOND: Gladys Cortez

The motion **passed** unanimously. (Attachment 5)

11. Conflict of Interest Disclosure

Committee members reviewed updated conflict of interest disclosure information for Council members and staff. No concerns were noted.

Recess

Chair Durham recessed the Executive Committee at 5:34 PM.

Thursday May 4, 2017

Committee Members Present

Mary Durham, Council Chair
Gladys Cortez
Michael Peace
Lora Taylor
John Thomas

Council Members Present

Staff Present

Beth Stalvey, Executive Director
Martha Cantu
Joanna Cordry
Cynthia Ellison
Radames Fuentes
Jessica Ramos
Joshua Ryf
Koren Vogel

Reconvene

Chair Durham reconvened the Executive Committee in the San Gabriel Ballroom G of the Sheraton Georgetown Hotel on Thursday, May 4, 2017 at 5:01 PM.

12. Committee Chair Debriefing

Public Policy Committee Chair Lora Taylor reported that the Public Policy Committee had a lengthy discussion on the Texas Health and Human Services Commission (HHSC) with significant input by HHSC Medicaid Director Jami Snyder. Taylor noted that the Public Policy Committee further discussed legislative advocacy efforts and ideas to be more effective in those efforts. Future discussions are planned in the issues of Peer Supports and Meaningful Day Activities.

Project Development Committee Chair Gladys Cortez reported that the Project Development Committee voted to recommend Council approval of executive summaries on Local Leadership Development and Advocacy Training centered on self-advocates and a DD Network Partners Collaborative project that would compile personal stories on the impact of Medicaid Services and Supports. The Project Development Committee will also recommend these projects be prioritized for funding.

Executive Committee members also discussed the language used in materials and presentations and requested staff use plain language when possible and avoid or define acronyms at all times.

Adjourn

Chair Durham adjourned the Executive Committee at 5:28 PM

Beth Stalvey, Secretary to the Council Date

Executive Committee Attachments to May 2017 Minutes

In a conservation effort, attachments to Council and Committee minutes are no longer printed and mailed with meeting materials.

Attachments are included as part of the official record of the meeting.

Attachments ARE included in the online versions of the minutes on the TCDD website. Minutes can be accessed along with all meeting materials at: tcdd.texas.gov/about/meetings/2017-cncl-meetings

All attachments were included with the previous quarter's meeting materials.

The minutes of the May 2017 Executive Committee meeting refer to five (5) attachment items for which the Committee took final action:

1. Executive Summary for the continuation grant award to [Texas Statewide Independent Living Council \(Accessible Transportation Summits project\)](#)
2. Executive Summary for the continuation grant award to [Region 17 Education Service Center \(Family Involvement in Schools project\)](#)
3. Executive Summary for the continuation grant award to [National Disability Institute \(Understanding Employment Options and Supports project\)](#)
4. Executive Summary for the continuation grant awards to [Family to Family Network \(Leadership\)](#)
5. List of [new Independent Review Panel members](#)

Background:

- **Stipends Grants Applications Approved** — TCDD Policies provide for the Executive Director to approve applications for Events Stipends and Presentation Support Stipends. Seven (7) stipend applications were approved during the quarter to the following organizations. The summaries of each are enclosed:
 1. **NAMI El Paso** for the “4th Annual National Minority Mental Health Awareness Month Forum” July 28, 2017, in El Paso. (Translation Stipend)
 2. **The Arc of Greater Houston** for “Second Annual Positive Futures Conference” November 3-4, 2017, in Houston. (Events Stipend)
 3. **The Arc of Greater Houston** for “Second Annual Positive Futures Conference” November 3-4, 2017, in Houston. (Speakers Stipend)
 4. **Providers Alliance for Community Services of TX** for the “PACSTX 2017 Annual Conference” September 13-15, 2017, in Fort Worth. (Speakers Stipend)
 5. **Texas Tribune** for the “6th Annual Texas Tribune Festival” September 23-25, 2017, in Austin. (Events Stipend)
 6. **NAMI Texas** for the “2017 NAMI Texas Annual Conference” November 2-4, 2017, in Austin. (Events Stipend)
 7. **Harris County Department of Education** for the “Autism Conference” October 4-5, 2017, in Houston. (Speakers Stipend)
- **Attendance Report** — A quarterly summary of attendance of Council members at meetings is also enclosed.

Executive Committee — Agenda Item 5**Expected Action:**

The Executive Committee will review the information provided and may provide guidance to staff.

Council — Agenda Item 12. A.**Expected Action:**

The Council will receive a report on the Executive Committee discussion.

TRANSLATION STIPENDS PROPOSALS

Executive Director Review

ITEM: 1

Date: 5/5/17

Organization: NAMI El Paso

City, State: El Paso, TX

Federal: \$360

Match: \$0

Event: Conference: Fourth Annual National Minority Mental Health Awareness Month Forum

Date: July 28, 2017

Organization to provide equipment: Region 19 ESC

City, State: El Paso, Texas

Previously Funded: NO

Comments:

Considerations: The translation will cover:

Equipment — translation (\$80.00) = \$80.00

Translation Services: 2 individuals (8 hours @ \$35/hour) = \$280.00

Total cost (federal): = \$360.00

Recommendation: Staff recommends funding. Proposal received 90 days prior to event.

Approved: ☒ **yes**

no Beth Stalvey

Digitally signed by Beth Stalvey
DN: cn=Beth Stalvey, o=ou, email=beth.stalvey@ecdd.texas.gov, c=US
Date: 2017.06.05 14:31:26 -0500

Date: 6/5/17

Comments:

CONSUMER STIPENDS PROPOSALS

Executive Director Review

ITEM: 2

Date: 6/5/17

Organization: The Arc of Greater Houston

City, State: Houston, TX

Federal: \$3,750

Match: \$3,750

Event: Conference: Second Annual Positive Futures Conference

Date: November 3–4, 2017

Location/Hotel: Houston Food Bank Conference Center

City, State: Houston, Texas

Previously Funded: YES: 2016

Comments: This conference will provide people with information about Best Practices in Transition and Employment Services. Keynote speakers will be: Annette Downy from The Center for Self determination/Community Living Services of Oakland County in Michigan and Emily Gebhart and Christy Stegman from Didlake, Inc in Virginia. Topics covered will include: How to make closing institutions work; person-centered services; Supported Living, Supported Employment, Organizational Change, Employment First, Project Search, SSA work incentives, and using AT. Saturday sessions will focus exclusively on family members and self-advocates; Friday sessions will be inclusive of self-advocates and family members and also be for policy makers. school transition personnel, adult services management and staff members, medical professionals.

Considerations: The conference sponsors propose to provide stipends to cover:

Registration — 75 individuals (75 at \$50 per individual) = \$3,750.00

Total cost (federal): = \$3,750.00

Applicant match covers: registration:

Registration — 75 individuals (75 at \$50 per individual) = \$ 3,750.00

Printing and Reproduction of Conference materials (150 @ \$3/individual) = \$ 450.00

Total cost (match): = \$750.00

Recommendation: Staff recommends funding. Proposal received 90 days prior to event.

Approved: ☒ yes ☐ no Beth Stalvey

Digitally signed by Beth Stalvey
DN: cn=Beth Stalvey, o, ou, email=beth.stalvey@todd.texas.gov, c=US
Date: 2017.06.05 14:14:37 -0500

Date: 6/5/17

Comments:

CONSUMER STIPENDS PROPOSALS

Executive Director Review

ITEM: 3

Date: 6/6/17

Organization: The Arc of Greater Houston

City, State: Houston, TX

Federal: \$2,600

Match: \$2,600

Event: Conference: Second Annual Positive Futures Conference

Date: November 3–4, 2017

Location/Hotel: Houston Food Bank Conference Center

City, State: Houston, Texas

Previously Funded: YES: 2016

Comments: The Arc's 2nd Annual Positive Futures Conference: Best Practices in Transition, Employment, and Adult Services. We will feature national, state, and local speakers on person-centered services, supported employment, organizational change, Employment First, Project Search, SSA work incentives, and how to make closing institutions work.

Considerations: The conference sponsors propose to provide stipends to cover:

Speakers — 1 individual (1 at \$2,100, \$1,500 Speaker's Fee and \$600 travel and lodging) = \$2,100.00

Speakers — 1 individual (1 at \$500 Speaker's Fee) = \$500.00

Total cost (federal): = \$2,600.00

Applicant match covers: registration:

Registration — 42 (42 individuals at \$50 per individual) = \$ 2,100.00

Table sponsors — \$500 = \$ 500.00

Total cost (match): = \$2,60.00

Recommendation: Staff recommends funding. Proposal received 90 days prior to event.

Approved: ☒ yes ☐ no Beth Stalvey

Digitally signed by Beth Stalvey
DN: cn=Beth Stalvey, o=us, email=beth.stalvey@todd.texas.gov, c=US
Date: 2017.06.09 15:12:00 -0600

Date: 6/9/17

Comments:

CONSUMER STIPENDS PROPOSALS

Executive Director Review

ITEM: 4

Date: 6/12/17

Organization: Providers Alliance for Community Services of TX

City, State: Austin, TX

Federal: \$7,500

Match: \$1,250

Event: Conference: PACSTX 2017 Annual Conference

Date: September 13–15, 2017

Location/Hotel: Fort Worth Hilton Hotel

City, State: Fort Worth, Texas

Previously Funded: YES: 2016, 2015, 2014, 2013

Comments: This conference is an incredible opportunity for people to share experiences and develop a unified voice to improve community services for persons with IDD in Texas. Keynotes and sessions have been selected to promote broad, philosophical understanding as well as technical, operational, & regulatory specifics.

Considerations: The conference sponsors propose to provide stipends to cover:

Speaker Fees — 1 individual-Diane McComb (1 at \$400.00) = \$400.00

Speaker Fees — 1 individual-Dr. Thomas E. Pomeranz (1 at \$1,700.00) = \$1,700.00

Speaker Fees — 1 individual-Carl S. Smith (1 at \$1,825.00) = \$1,825.00

Speaker Fees — 1 individual-Sidney C. Hurlbert (1 at \$1,050.00) = \$1,050.00

Speakers Travel, Meals and Lodging — 4 individuals (1 at \$1,100.00, 1 at \$700.00, 1 at \$75 and 1 at \$650) = \$2,525.00

Total cost (federal): = \$7,500.00

Applicant match covers: speaker fees, travel and lodging expenses:

Speaker — 1 individual-Diane McComb fee \$100.00, lodging \$100 = \$100.00

Speaker — 1 individual-Dr. Thomas E. Pomeranz fee \$200.00, lodging \$200 = \$400.00

Speaker — 1 individual-Carl Smith fee \$175.00, lodging \$175 = \$350.00

Speaker — 1 individual-Sidney C. Hurlbert fee \$150.00, lodging \$150 = \$ 300.00

Total cost (match): = \$1,250.00

Recommendation: Staff recommends funding. Proposal received 90 days prior to event.

Approved: ☒ yes ☐ no Beth Stalvey

Digitally signed by Beth Stalvey
DN: cn=Beth Stalvey, o=HHS, email=beth.stalvey@hhs.gov, c=US
Date: 2017.06.23 09:51:32 -0500

Date: 6-23-17

Comments:

CONSUMER STIPENDS PROPOSALS

Executive Director Review

ITEM: 5

Date: 6/4/17

Organization: Texas Tribune

City, State: Austin, TX

Federal: \$7,500

Match: \$875

Event: Conference: 6th Annual Texas Tribune Festival

Date: September 23-25, 2017

Location/Hotel: UT-Austin

City, State: Austin, Texas

Previously Funded: YES: 2016

Comments: The sixth annual Texas Tribune Festival brings together some of the biggest names in politics to explore and discuss the state's and nation's most pressing issues. It is a three-day conference of panel discussions around public policy issues in Austin, Texas.

Considerations: The conference sponsors propose to provide stipends to cover travel, lodging, meals and assistive devices or services:

Travel — 5 individuals (5 at \$500 per individual) = \$2,500.00

Lodging — 5 individuals (5 at \$225 per individual for 2 nights) = \$2,250.00

Meals — 10 individuals (10 at \$30 per individual for 3 days) = \$900.00

Assistive Devices or Services = \$1,800.00

Total cost (federal): = \$7,500.00

Applicant match covers registration and meals:

Registration — 5 individuals (5 at \$175/individual) = \$875.00

Total cost (match): = \$875.00

Recommendation: Staff recommends funding. Proposal received 90 days prior to event.

Approved: ☒ yes ☐ no Beth Stalvey

Digitally signed by Beth Stalvey
DN: cn=Beth Stalvey, o=UT, email=beth.stalvey@utdallas.gov, c=US
Date: 2017.06.23 08:00:00 -0700

Date: 6-23-17

Comments:

CONSUMER STIPENDS PROPOSALS

Executive Director Review

ITEM: 6

Date: 6/26/17

Organization: NAMI Texas

City, State: Austin, TX

Federal: \$7,348

Match: \$6,850

Event: Conference: 2017 NAMI Texas Annual Conference

Date: November 2–4, 2017

Location/Hotel: Marriott Hotel South

City, State: Austin, Texas

Previously Funded: YES: 2016, 2014, 2012, 2011, 2010, 2009, 2008, 2007, 2005, 2004, 2002

Comments: "The Power of Connection," focuses on the ways we can connect people, ideas, resources, and support. As we continue to move towards a recovery-based model of treatment and services for persons with mental illness, NAMI Texas is reaching out to our partners in the community to share recovery focused ideas, methods, education, support and inspiration with a focus on the physical, mental and spiritual components of recovery. Together we can grow into communities of health and offer the best care possible for ourselves and the persons we serve.

Considerations: The conference sponsors propose to provide stipends to cover:

Registration — 22 individuals (22 at \$125.00 per individual) = \$2,750.00

Lodging — 22 individuals (22 at \$79.50 per individual per night for 2 nights) = \$3,498.00

Travel — 22 individuals (22 at \$50.00 per individual) = \$1,100.00

Total cost (federal): = \$7,348.00

Applicant match covers registration:

Registration and Expenses — 2 individuals (2 at \$300 per individual) = \$600.00

Registration — 10 individuals (10 individuals at \$125.00 per individual) = \$1,250.00

Consumer Council Registration and Hotel — 20 individuals (20 individuals at \$250.00 per individual) = \$5,000.00

Total cost (match): = \$3,600.00

Recommendation: Staff recommends funding. Proposal received 90 days prior to event.

Approved: ☒ yes ☐ no Beth Stalvey

Digitally signed by Beth Stalvey
DN: cn=Beth Stalvey, o, ou, email=beth.stalvey@tdd.texas.gov, c=US
Date: 2017.06.27 09:59:53 -0500

Date: 6/27/17

Comments:

CONSUMER STIPENDS PROPOSALS

Executive Director Review

ITEM: 7

Date: 7/6/17

Organization: Harris County Department of Education

City, State: Houston, TX

Federal: \$3,000

Match: \$6,500

Event: Conference: Autism Conference

Date: October 4–5, 2017

Location/Hotel: Harris County Department of Education Conference Center

City, State: Houston, Texas

Previously Funded: YES: 2016, 2015, 2013

Comments: Individuals with disabilities and family members will benefit by learning the Social Stories TM model; strategies for better sensory processing; useful technology applications to assist with caregiving; and information on transition services for post-secondary education.

Considerations: The conference sponsors propose to provide stipends to cover:

Speakers — 1 individual (1 at \$2,000, \$1,500 Speaker's Fees) = \$2,000.00

Speakers — 1 individual (1 at \$200 Speaker Fees) = \$200.00

Panelists — 4 individual (4 at \$200 Panelist Fees) = \$800.00

Total cost (federal): = \$3,000.00

Applicant match covers: registration:

Speakers — 2 individuals (2 individuals at \$6,500.00) = \$6,500.00

Total cost (match): = \$6,500.00

Recommendation: Staff recommends funding. Proposal received 90 days prior to event.

Approved: ☒ yes ☐ no Beth Stalvey

Digitally signed by Beth Stalvey
DN: cn=Beth Stalvey, o=Harris County, email=beth.stalvey@harris.gov, c=US
Date: 2017.07.10 12:27:04 -0500

Date: 07/10/17

Comments:

TCDD Quarterly Council Meeting Council Member Attendance Report May 2017 to August 2015

Council Member	May 2017	February 2017	November 2016	August 2016	May 2016	February 2016	November 2015	August 2015
H. Adkins	Present	Present	Present	Present	Excused Absence	Present	Present	Excused Absence
K. Blackmon	Present	Present	Present	Present	Excused Absence	Present	Present	Present
K. Clark	Excused Absence	Present	Excused Absence	Excused Absence	Present Thursday Excused Absence Friday	Excused Absence	Present Thursday Excused Absence Friday	Excused Absence
G. Cortez	Present	Present	Present	Present	Present	Present	Present	Present
K. Cox	Present	Present	Excused Absence	Present	Present	Present	Present	Present
M. Delgado	Excused Absence	Present	Excused Absence	Present	Present	Present	Excused Absence	Present
M. Durham	Present	Present	Present	Present	Excused Absence	Excused Absence Thursday Present Friday	Present	Present
S. Gersuk	Present	Present	Excused Absence	Present	Present	Present	Excused Absence	Excused Absence
R. Mason	Excused Absence	Present	Present	Present	Present	Present	Present	Present
S. McAvoy	Present	Present	Present	Present	Present	Present	Present	Present Thursday Excused Absence Friday

[illegible]

Council Member	May 2017	February 2017	November 2016	August 2016	May 2016	February 2016	November 2015	August 2015
A&M CDD	Present	Present	Present	Present	Present	Present	Excused Absence	Present
HHSC — Older Americans Act	Present	Excused Absence Present	Present	Present	Present	Present	Present	Present
TWC	Present	Present Excused Absence	Present	Present	Present	Present Thursday Excused Absence Friday	Present	Present
DSHS	Present	Present	Present	Present	Present	Present	Present	Present
HHSC — Medicaid	Present	Excused Absence Present	Present	Present	Present	Present	Present Thursday Excused Absence Friday	Present
TEA	Excused Absence	Present Excused Absence	Present	Present	Present	Present	Excused Absence	Present

Disproportionalities and Disparities

Tab 3

Background:

TCDD's FY17-FY21 State Plan includes Objective 2.3: Collaborate with three community-based organizations to reduce disparities arising from linguistic and cultural barriers that prevent individuals who are Spanish-speaking from receiving services by 9/30/2021.

Project Development Committee

After discussing the "Disconnected Youth" information provided at the May meeting, the Project Development Committee wanted to explore how the Council might address the needs of disconnected youth in the McAllen-Edinburg-Mission area, an area with extremely high rates of disconnected youth. Per data from the Census Bureau that was analyzed by the Brookings Institution, 13.9% of the youth in this area are disconnected and 34.0% of its residents live in poverty. The Committee will continue this discussion during the meeting.

The Public Policy Committee

House Bill 1527 would have expanded the definition of historically underutilized business (HUB) for purposes of state contracting to include persons with a disability. HB 1527 failed to pass and an amendment with the same provision was rejected by the Texas House of Representatives. The Public Policy Committee will discuss why the amendment failed and consider opportunities and next steps.

Project Development Committee — Agenda Item 6

Expected Action:

The Committee will discuss and may make recommendations to the Council.

Public Policy Committee — Agenda Item 6

Expected Action:

The Committee will discuss and may make recommendations to the Council.

Council — Agenda Item 10

Expected Action:

The Council will consider any Committee recommendations.



85th Texas Legislature: Historically Underutilized Businesses (HUBs)

The Historically Underutilized Business (HUB) Program was originally created to promote full and equal access to procurement opportunities for small and minority owned businesses. The program later expanded to include businesses owned by women and veterans with disabilities. Companies who meet these criteria and are interested in doing business with the state are encouraged to become HUB certified in order to be given first consideration for contracts. House Bill 1527 would have added people with disabilities to the list of groups that currently include people who are Black Americans, Hispanic Americans, American Women, Asian Pacific Americans, Native Americans, and veterans with a 20% service-connected disability. HB 1527 failed to pass.

What happened?

The content of HB1527 was considered as an amendment to a contracting bill during the last days of the 85th Texas Legislature. The amendment failed, 95 no votes to 39 yes votes. Some members objected on the following grounds:

- The HUB program was primarily established to address past discrimination and injustice against racial minorities. (The addition of women and veterans came later.)
- HUB participants are unsatisfied with their current access to state agency contracts.
- Adding people with disabilities could take contracts away from the existing groups included in the HUB program.
- The amendment did not limit the qualifying disabilities for participation in the HUB program. It used the Americans with Disabilities Act definition, which some argued could also include those perceived to have a disability.
- The amendment was not properly vetted. Due diligence requires an interim study on how people with disabilities would benefit from inclusion on the HUB list, and how their inclusion would impact the HUB program and its participants.

The debate suggested the need for education about people with disabilities and the employment programs and benefits available to them. Debate highlights include:

- People with disabilities are not discriminated against and don't need the HUB program.
- People with disabilities already have set asides as well as a separate program.
- People with disabilities have sufficient protection under the Americans with Disabilities Act.
- There is no evidence that business owners with disabilities have been left out.
- There is no other expansion of government to include people with disabilities.

Advocacy Opportunities

In the interim, the following actions can help to address these issues and provide opportunities to develop and improve working relationships with other groups facing similar challenges:

- Find out what other states have done.
- Gather statistics about the Texas HUB program.
- Make a recommendation for an interim legislative study.
- Meet with the Texas Black Caucus and the Mexican-American Legislative Caucus to identify whether opportunities exist for future collaboration.

July 12, 2017

Background:

Grants Management Staff will review these reports:

- **Independent Audit Status Report** — summarizes the status of desk reviews of annual independent audits submitted to grantees.
- **Grants Risk Assessment of TCDD Projects & Quarterly Update Report** — summarizes the risk assessment matrix for considerations of continuation grant awards and provides more detail about monitoring activities for all TCDD funded projects.
- **Grants Monitoring** — TCDD Grants Management staff conduct ongoing monitoring activities of each project. The following onsite reviews were conducted during this past quarter. Organizations showing “complete” have all documentation provided. Staff are still working with grantees to obtain all necessary documents for those showing “pending”.

Onsite Reviews for Quarter:

- Volar Center for Independent Living (11/30/16) – Complete
- Texas A&M University (4/10/17) – Complete

Executive Committee — Agenda Item 7**Expected Action:**

The Executive Committee will review the information provided and may provide guidance to staff.

Council — Agenda Item 12. B.**Expected Action:**

The Council will receive a report on the Executive Committee discussion.

**Texas Council for Developmental Disabilities
Independent Audit Status Report**

Grantee	FYE	Date Received	Audit Firm	Exceptions Noted	Recommendations/Resolutions
Any Baby Can of San Antonio, Inc.	6/30/2016	11/10/2016	BDO USA, LLP	None	None/Done
Department of Assistive and Rehabilitative Services	8/31/2015	2/8/2017	State of Texas State Auditor	None	None/Done
Educational Programs Inspiring Communities, Inc.	12/31/2015	11/28/2016	McConnell & Jones, LLP	None	None/Done
Epilepsy Foundation Texas	12/31/2015	1/24/2017	Carr, Riggs & Ingram, LLC	None	None/Done
Paso del Norte Children's Development Center	8/31/2016	6/13/2017	Gibson, Ruddock, Patterson, LLC	None	None/Done
Reaching Families Advocacy and Support Group	12/31/2016	4/1/2017	Kristi L. Allen, CPA	None	Forward for Desk Review.
Region 17 ESC	8/31/2016	12/19/2016	Bolinger, Segars, Gilbert & Moss, LLP	None	None/Done
Texas Tech University	8/31/2016	3/13/2017	State of Texas State Auditor	None	None/Done

Key: Audits were submitted to TCDD during the fiscal year (October 1, 2016 – September 30, 2017). Independent Audit Reports are due not later than nine months after the end of the grantee's fiscal year(s) for which an audit is performed. This document includes audits that were received after the due date, but during the fiscal year.

Risk Assessment of TCDD Projects Quarterly Update August 2017

Number	Grantee	TCDD Fund Amount	Other Federal Fund Amount	Date of Last Onsite	Next Onsite Due By	Risk Activity	Risk Code
1.	Region 17 ESC (FIS)	\$300,000	\$1,687,806	11/16/16	2017	2	Extensive Risk
2.	DARS (Higher Education)	\$225,000	\$488 million	12/15/15	2016	2	Extensive Risk
3	National Disability Institute (Understanding Employment Options and Supports)	\$150,000	\$2,481,931 million	8/31/16	2017	1, 2, 7	Extensive Risk
4.	Code Blue: Volar Center for Independent Living (BC3)	\$150,000	\$203,823	11/30/16	2017	2,3	Extensive Risk
5.	Code Blue: Texas A&M University (Higher Education Collaborative)	\$372,927	\$1.55 billion	Does not apply	2017	2,3	Extensive Risk
6.	Texas Tech University (Project SEARCH)	\$174,346	\$35 million	11/15/16	Does not apply	2,3	Considerable Risk
7.	Code Blue: Sabine Valley Regional MHMR Center (dba Community Healthcare) (BC3)	\$139,440	\$4,663,336	2/11/2015	2017	2, 3, 5	Considerable Risk
8.	Code Blue: Texas Advocates (Self-Advocates Grassroots Community Organizing)	\$100,000	\$0	7/13/2015	2017	2, 5	Considerable Risk
9.	Texas State Independent Living Council (Accessible Transportation Summits)	\$150,000	\$520,587	7/19/16	2018	2	Considerable Risk

Number	Grantee	TCDD Fund Amount	Other Federal Fund Amount	Date of Last Onsite	Next Onsite Due By	Risk Activity	Risk Code
10.	Educational Programs Inspiring Communities, Inc. (Youth Leadership Development)	\$125,000	\$300,000	NA	2017	2	Considerable Risk
11.	Mounting Horizon, Inc. (Youth Leadership Development)	\$125,000	\$500,000	NA	2017	1	Considerable Risk
12.	The SAFE Alliance (Youth Leadership Development)	\$125,000	\$3,053,709 mil	NA	2017	2	Considerable Risk
13.	Light and Salt Association (Culturally Appropriate Family Support)	\$75,000	\$448,606	1/26/16	2019	2	Moderate Risk
14.	Reaching Families Advocacy and Support Group (Culturally Appropriate Family Support)	\$79,606	\$0	4/21/16	2019	2	Moderate Risk
15.	Disability Rights Texas (Stakeholder Training on Guardianship Alternatives)	\$40,000	\$8 million	4/27/16	2018	2	Moderate Risk
16.	Paso del Norte Children's Development Center (Leadership Development and Advocacy Skills Training Project)	\$75,000	\$0	11/28/16	2018	1, 2	Moderate Risk
17.	Family to Family (Leadership Development and Advocacy Skills Training Project)	\$75,000	\$57,000	10/4/16	2018	1,2	Moderate Risk

Number	Grantee	TCDD Fund Amount	Other Federal Fund Amount	Date of Last Onsite	Next Onsite Due By	Risk Activity	Risk Code
18.	Easter Seals Central Texas (Leadership Development and Advocacy Skills Training Project)	\$64,394	\$5.7million	11/21/16	2018	1, 2	Moderate Risk
19.	EveryChild, Inc. (Developmental Disabilities Policy Fellows)	\$67,500	\$441,125	12/13/16	TBD	1, 2	Moderate Risk
20.							Low Risk
21.	Stipends	See stipend report in Tab 5 Financial Reports	Does not apply	Does not apply	Does not apply	Does not apply	Monitor and Accept

Color Coded Blue grantees indicate additional monitoring strategies this quarter.

*Increased risk due to the number of sub-awards and no previous audit.

Risk Color Coded Key

- RED** — Extensive Risk Management (all levels of control plus audit)
- YELLOW** — Considerable Risk Management (most levels of control plus independent review by CPA)
- GREEN** — Moderate Risk (operating, monitoring controls, agreed upon procedures engagement by CPA)
- GRAY** — Low Risk (basic monitoring only)
- WHITE** — Monitor or Accept

Risk Activities Numbers Key

- 1 – New Grantee
- 2 – Awards within Award
- 3 – Funding Issues
- 4 – Compliance Issues
- 5 – Performance Issues
- 6 – Legal Actions
- 7 – Fiscal Office Out of State
- 8 – No Prior Audit

TCDD Risk Matrix for Grants Monitoring Fiscal Year 2016

Risk Activities	Less than \$75,999 Award Amount	\$76,000 to \$199,999 Award Amount	\$200,000 to \$499,999 Award Amount	\$500,000 Plus Award Amount
1. New Grantee (i.e., no previous project or no project within 2 year period)	LH	MH	HH	HH
2. Awards within Award (e.g., consultants, presenters, sub-contractors, etc.)	LH	MH	HH	HH
3. Funding Issues (e.g., budget/procurement concerns, match, sustainability, etc.)	LM	LM	MM	HM
4. Compliance Issues (e.g., OMB, UGMS, TCDD policy, oversight issues, etc.)	LM	LM	MM	HM
5. Performance Issues (e.g., unmet goals, milestones, special conditions, etc.)	LM	LM	MM	HM
6. Legal Actions	LL	LL	ML	HL
7. Fiscal Office Located Out-Of-State	LL	LL	ML	HL
8. No Audit Prior To Grant Award	LL	LL	ML	HL

Risk Matrix Color Coded Key: 1st letter denotes impact; 2nd letter denotes probability.

HM, HH — Extensive Risk (all levels of control plus audit)

MM, MH, HL — Considerable Risk (most levels of control plus independent review by CPA)

LH, ML — Moderate Risk (operating/monitoring controls plus agreed upon procedures by CPA)

LL, LM — Acceptable Risk (basic monitoring only)

Risk Management Plan Color Coded Key:

RED — Audit work performed and the Executive Director performs oversight via quarterly report* provided to ensure supervisory and operating controls are working.

YELLOW — Department heads reporting to Executive Director perform oversight functions to ensure supervisory and operating controls are working.

GREEN — Department staff perform oversight functions to ensure supervisory and operating controls are working.

GRAY — Department staff perform basic oversight functions to ensure controls are in place.

Annual Audit or Review Determination Color Coded Key:

RED — Red indicates areas to be audited or reviewed by independent CPA.

YELLOW — Yellow indicates areas to be covered through oversight, supervisory and operating controls with guidance from the contracted internal audit services provider.

GREEN — Green indicates areas to be covered through staff oversight with guidance from the contracted internal audit services provider as needed.

GRAY — Gray indicates areas to be covered through basic staff oversight and reporting.

Grants Monitoring Exceptions Report provided to E.D. and Council quarterly for review. No risk activities means monitoring strategies will be performed at the lowest level under the award amount. NOTE: Risk Matrix reviewed annually with TCDD staff and Internal Auditor; updated when needed.

Monitoring Strategies Fiscal Year 2016

Stipends (\$7,500 or less):

Website instructions

Technical support (Budget Support Specialist)

Special Conditions (GMD letter)

Review FROE and other reports submitted

Mini-Grants (\$10,000 to \$24,999):

Orientation

Technical support (Senior Specialist)

RAR & Supplemental Report

RAR Documentation Review — Six Months

Program Performance Review — Six Months

Final Program Performance Report

Approvals (e.g., dissemination, etc.)

Level 1 — GRAY

Orientation

Onsite Review — Initial

Program Performance Review — Annual

RAR Documentation Review

Approvals (e.g., equipment, travel, speakers, etc.)

Project Advisory Committee Meetings

Final Program Performance Report

Other as determined necessary (e.g., audit desk review)

Level 2 — GREEN

Orientation

Onsite Review — Initial and 3rd year

Program Performance Review — Quarterly

RAR Documentation Review

Approvals (e.g., equipment, travel, speakers, etc.)

Project Advisory Committee Meetings

Final Program Performance Report

Agreed upon Procedures Engagements CPA

Other as determined necessary (e.g., audit desk review)

Level 3 — YELLOW

Orientation

Onsite Review — Initial, 3rd and 5th years

Program Performance Review — Quarterly

RAR Documentation Review

Approvals (e.g., equipment, travel, speakers, etc.)

Project Advisory Committee Meeting

Final Program Performance Report

Independent Review by CPA — Annual (A-133 Audit at \$500k or more)

Project Staff Meeting (1 time per year)

Other as determined necessary (e.g., audit desk review)

Level 4 — RED

Orientation

Onsite Review — Initial and Annual

Program Performance Review — Quarterly

RAR Documentation Review

Approvals (e.g., equipment, travel, speakers, etc.)

Project Advisory Committee Meetings

Final Program Performance Report

A-133 Audit — Annual (Independent under \$500k)

Audit Desk Review — Annual

Project Staff Meeting (2 times per year)

Interim Program Performance Report

Additional Monitoring Strategies for Grant Projects

To be selected and implemented on an as needed basis:

- Re-orientation,
- Add milestones or special conditions,
- Move up to the next level of monitoring (see above tables),
- Payment holds (reimbursement only no advance or no reimbursement and no advance),
- Require additional onsite reviews.

Background:

The Quarterly Financial Report is included for review by the Executive Committee and Council and includes the following information:

- **FY 2017 Expense Budget** — This report compares the approved annual budget for fiscal year 2017 (Oct. 1, 2016, thru Sept. 30, 2017) to actual dollars spent and the balance to date. The balance shows that money spent is within the approved annual budget adopted by Council. The Expense Report shows nine months spent.
- **Summary of Funds FY 2015-2018** — The report summarizes funds budgeted from the federal award for each fiscal year and shows funds available per category and funds spent to date. The color coded categories on the summary correspond to the color coded pie chart, which shows the percent of each category spent to date relative to the federal award. A projected balance allows funds available to be used by Council for grants and projects.
- **Note:** Spent funds are tied to the federal fiscal year grant awarded to TCDD regardless of whether those funds are spent during the 1st, 2nd, or 3rd year when they are available.
- **Current Grantees** — The current grantees represents projects scheduled to end in years 2017-2022.
- **Stipends Expenditures** — Provides a summary of funds awarded or expended for each stipend grant recipient, the number of individuals attending the conference or seminar who benefited from those stipend funds, and how many of those participants received TCDD stipend support previously from that organization. Provided is information for stipends for FY 2016 and FY2017.

Notes:

- ♦ The TCDD fiscal year is the federal fiscal year: October 1 through September 30.
- ♦ The DD Act allows two federal fiscal years for initial awards/assignment of funds, and allows three federal fiscal years for final expenditure/spending of funds.

Executive Committee — Agenda Item 8
Expected Action:

The Executive Committee will review the information provided and may provide guidance to staff.

Council — Agenda Item 10. C.
Expected Action:

The Council will receive a report on Executive Committee discussion.

TCDD FY 17 Admin and Expense Budget — October 1, 2016 thru June 30, 2017

Expenses (Council Operations)	Yearly Budget	9 Months Expended	Balance - 3 Months Remaining
Personnel (17 FTEs)	no data	no data	no data
Salaries	\$1,123,791	\$744,303	\$379,488
Benefits	\$400,971	\$266,589	\$134,382
Total Personnel	\$1,524,762	\$1,010,893	\$513,869
Operating	no data	no data	no data
Professional Services ¹	\$100,462	\$58,383	\$42,079
Out-of-State Travel ²	\$13,500	\$1,140	\$12,360
In-State Travel ³	\$60,750	\$29,998	\$30,752
Supplies	\$12,000	\$9,949	\$2,051
Utilities	\$32,000	\$15,430	\$16,570
Rent, Building, Space	\$69,989	\$45,608	\$24,381
Rent, Computers, Equipment ⁴	\$40,000	\$15,271	\$24,729
Capital Expenditures	\$0	\$0	\$0
Other Operations Expenses ⁵	\$105,317	\$48,041	\$57,276
Total Operating	\$434,018	\$223,819	\$210,199
Total Expenses	Budget	Actual	Balance
no data	\$1,958,780	\$1,234,712	\$724,068
Administrative Reimbursement to TEA	\$50,000	63.0%	no data
TOTAL	\$2,008,780	\$1,284,712	no data

Notes:

- 1) Auditor: \$37,700/\$33,675; CPA Desk Reviews: \$9,000/\$6,750; Legal Services: \$3,000/\$495; Web Hosting: \$1,800/\$1,050; Data Center Services: \$0/\$2,318; Temp Services: \$0/\$6,267; Other Professional Services: \$15,000/\$4,000; Reviewers: \$3,000/\$3,829; DD Suite: \$7,5000/\$0.
- 2) Travel: Out-of-State Council: \$10,560 /\$0; Out-of-State Staff: \$10,940 /\$1,140.
- 3) Travel: In-State Council: \$38,750 /\$21,932; In-State Staff: \$22,000 /\$8,066.
- 4) Computer lease: \$9,000/\$5,185; AV Equipment: \$26,464/\$7,013; Copier: \$4,536/\$3,024.
- 5) Other OE: NACDD Dues: \$20,500/\$20,625; Interpreter services, registration fees, other training, maintenance, advertising, postage, printing, software, furniture, non-capitalized equipment, security, and janitorial services: \$27,416.

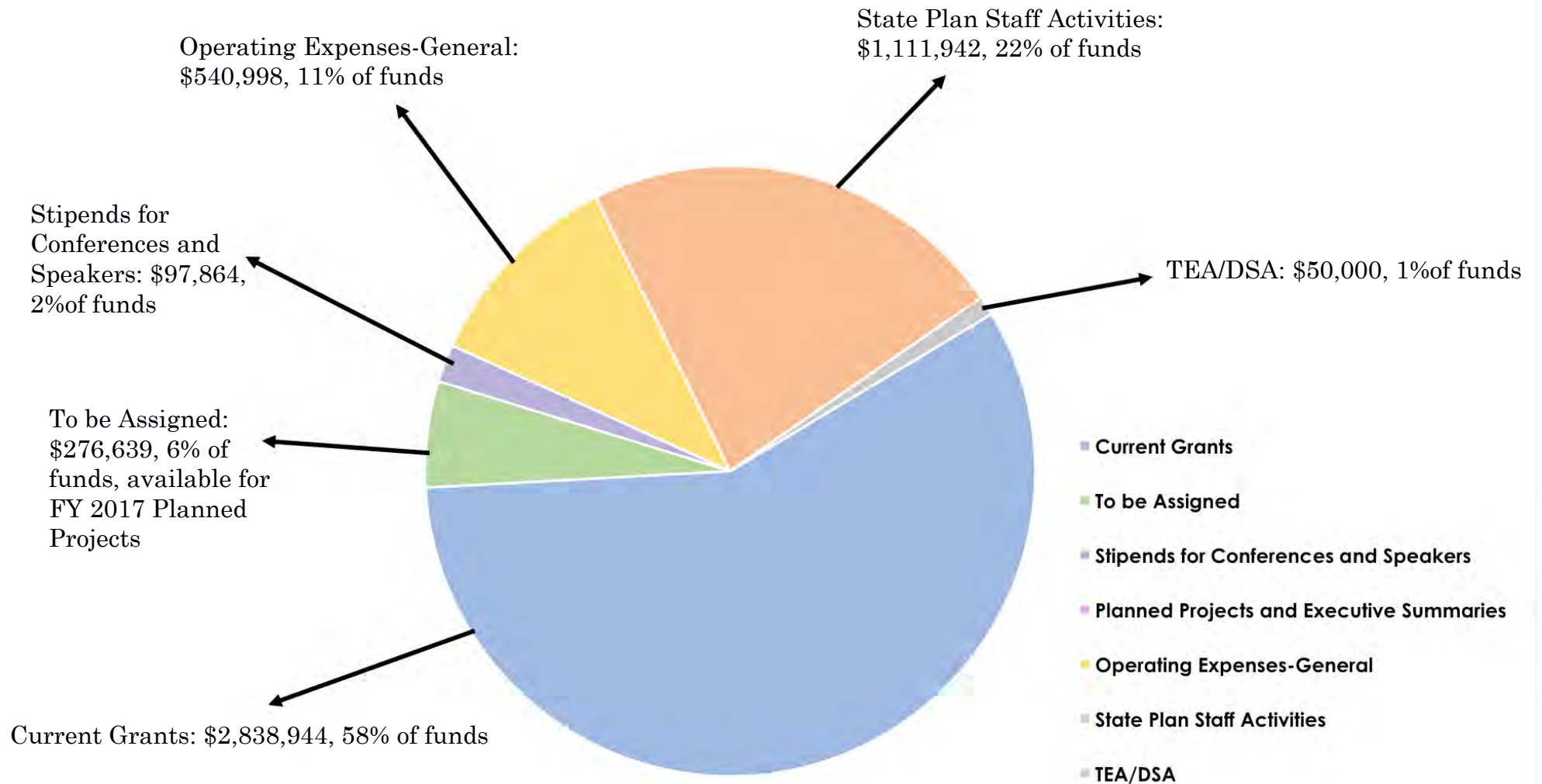
TCDD Summary of Funds Fiscal Years 2015 to 2018 through April 2017

Fiscal Year and Award Period	Fiscal Year 2015	Pie Chart Fiscal Year 2016	Projected Fiscal Year 2017	Fiscal Year 2018
(2 years to assign to grantees; 3 years to spend)	10/1/2014 to 9/30/2017	10/1/2015 to 9/30/2018	10/1/2016 to 9/30/2019	10/1/2016 to 9/30/2020
Federal Award:	\$4,742,116	\$4,916,387	\$4,802,026 ¹	\$4,802,026
Operating Expenses: Council Approved Operating Budget	\$1,646,128	\$1,803,464	\$1,958,780	\$1,936,335
Operating Expenses: Actual General ²	\$516,779	\$540,998	\$490,628	\$0
State Plan: Staff Activities ³	\$1,017,468	\$1,111,942	\$924,305	\$0
Total Operating Expenses Expended:	\$1,534,247	\$1,652,940	\$1,414,933	\$0
TEA/DSA: Administrative Cost to TEA/DSA	\$50,000	\$50,000	\$50,000	\$50,000
Grants: Funds Available for Grants	\$2,998,174	\$3,088,447	\$3,262,093	\$2,690,691
Grants: Current Grants	\$2,983,600	\$2,838,944	\$2,498,508	\$2,045,780
Stipends: Funds Available for Stipends and Translation Services (\$25,000)	\$75,000	\$125,000	\$125,000	\$125,000
Stipends: Current Stipends	\$60,830	\$97,864	\$53,936	\$0
Planned Projects: Executive Summaries (see priority list) ⁴	\$0	\$0 ⁶	\$655,900	\$850,000
To Be Assigned: Balance to assign to grants or give back ⁵	\$574 Assign by 9/30/16 Spend by 9/30/2017	\$276,639 Assign by 9/30/17 Spend by 9/30/2018	\$178,749 Assign by 9/30/18 Spend by 9/30/2019	-\$80,089 Assign by 9/30/19 Spend by 9/30/2020

Notes:

- 1) Fiscal Year 2017 award is a projected amount.
- 2) Operating Expenses: General is 16% of Total Personnel plus Total Operating Expenses (See Fiscal Year 2016 Admin and Expense Budget report in TAB 5).
- 3) Operating Expenses: State Plan (Staff Activities) is 84% of Total Personnel (See Fiscal Year 2016 Admin and Expense Budget report in TAB 5).
- 4) See Priority List for Planned Projects and Amounts.
- 5) Funds to be reassigned or returned to AIDD.
- 6) Planned Projects in Fiscal Year 2016 were moved to Fiscal Year 2017.
- 7) Numbers **color-coded blue** represent projected numbers.

Fiscal Year 2016 Funds Spent and To Be Spent



Current Grantees Report August 2017

Grantee Name	Project Period	Year of Project	Project Title	Awarded Amount	Expended Amount	Remaining Balance
Texas Center for Disability Studies	9/1/2015 - 8/31/2017	2 of 2	Support for Advisory Committee Member Travel	\$39,070	\$8,724	\$30,346
Texas Tech University	10/1/2012 - 9/30/2017	5 of 5	Project SEARCH	\$174,346	\$58,497	\$115,849
Imagine Enterprises Inc	10/1/2016 - 9/30/2017	1 of 1	Outreach and Development-16	\$10,000	\$4,846	\$5,154
no data	no data	no data	Subtotal 2017	\$223,416	\$72,067	\$151,349
Texas Advocates	4/1/2015 - 3/31/2018	2 of 3	Self Advocate Community Organizing	\$100,000	\$69,069	\$30,931
Region 17 ESC	6/1/2013 - 5/31/2018	4 of 5	Families in Schools	\$300,000	\$198,222	\$101,778
National Disability Institute	6/1/2016 - 5/31/2018	1 of 2	Understanding Employment Options and Support Training	\$150,000	\$41,547	\$108,453
Austin Ribbon and Computer Supplies Inc.	9/1/2015 - 8/31/2018	2 of 3	Targeted Online Training (Contract)	\$10,500	\$0	\$10,500
EveryChild, Inc.	10/1/2016 - 9/30/2018	1 of 2	Developmental Disabilities Policy Fellows-3	\$67,500	\$31,547	\$35,953
no data	no data	no data	Subtotal 2018	\$628,000	\$340,385	\$287,615
Disability Rights Texas	2/1/2016 - 1/31/2019	1 of 3	Stakeholder Training on Guardianship Alternatives	\$40,000	\$25,291	\$14,709
Community Healthcore	9/1/2014 - 8/31/2019	4 of 5	Building Community Capacity through Collaboration Projects-2	\$131,882	\$67,827	\$64,055
Volar Center for Independent Living	10/1/2014 - 9/30/2019	4 of 5	Building Community Capacity through Collaboration Projects-3	\$150,000	\$80,912	\$69,088

Grantee Name	Project Period	Year of Project	Project Title	Awarded Amount	Expended Amount	Remaining Balance
Light & Salt Association	11/1/2015 - 10/31/2019	2 of 4	Culturally Appropriate Family Supports-1	\$75,000	\$46,249	\$28,751
no data	no data	no data	SUBTOTAL-2018	\$396,882	\$220,279	\$176,603
Reaching Families Advocacy and Support Group	2/1/2016 - 1/31/2020	2 of 4	Culturally Appropriate Family Supports-2	\$71,072	\$22,265	\$48,807
no data	no data	no data	Subtotal 2020	\$70,606	\$22,265	\$48,807
Texas State Independent Living Council	6/1/2016 - 5/31/2021	2 of 5	Accessible Transportation Project	\$150,000	\$0	\$150,000
Family to Family Network Inc	8/1/2016 - 7/31/2021	1 of 5	Leadership Development and Advocacy Training-2	\$75,000	\$37,648	\$37,352
Johnson Applied Solutions, LLC	9/1/2016 - 8/31/2021	1 of 5	Partners in Policymaking (Contract)	\$150,000	\$114,544	\$35,456
Paso del Norte Children's Development Center	9/1/2016 - 8/31/2021	1 of 5	Leadership Development and Advocacy Training-1	\$75,000	\$34,122	\$40,878
Easter Seals Central Texas	9/1/2016 - 8/31/2021	1 of 5	Leadership Development and Advocacy Training-3	\$64,394	\$13,753	\$50,641
no data	no data	no data	Subtotal 2021:	\$514,394	\$200,067	\$314,327
Texas A&M University	3/1/2017 - 2/28/2022	1 of 5	Higher Education Collaborative	\$372,927	\$0	\$372,927
no data	no data	no data	Subtotal 2022:	\$372,927	\$0	\$372,927
no data	no data	no data	Grand Totals:	\$2,206,691	\$855,063	\$1,351,628

*DARS project transferred to TX Workforce Commission (TWC) as of 9/1/16.

Stipend Expenditures Report August 2017

Fiscal Year End 9-30-16 Organizations	Event Month	Expended	People Served	People Previously Served	Speakers
Volar Center for Independent Living	October 2015	\$6,000	55	18	No
Coalition of Texans with Disabilities	November 2015	\$1,330	46	0	Yes
Texas Center for Disability Studies	November 2015	\$1,400	5	0	No
ADDA-SR	February 2016	\$5,970	51	0	No
Austin Travis County Integral Care (ATC MHMR)	February 2016	\$6,000	3	0	Yes
Austin Travis County Integral Care (ATC MHMR)	February 2016	\$6,000	24	7	No
The Arc of Texas	February 2016	\$4,200	37	4	No
Children's Disabilities Information Coalition	March 2016	\$2,000	5	0	No
Family to Family Network Inc	March 2016	\$3,930	131	0	No
Texas State Independent Living Council	April 2016	\$6,000	23	9	No
Texas Parent to Parent	June 2016	\$6,000	38	9	No
American Association on Intellectual and Developmental Disabilities Texas Chapter (AAIDD- TX)	July 2016	\$3,660	9	3	No
Texas Advocates	August 2016	\$5,950	50	0	No
Down Syndrome Diagnosis Network (DSDN)	September 2016	\$2,471	3	0	No
Providers Alliance for Community Services of Texas (PACSTX)	September 2016	\$7,500	5	0	Yes
The Texas Tribune (TX Weekly)	September 2016	\$4,282	5	1	No
Totals:		\$72,693	490	51	

Fiscal Year End 9-30-17 Organizations	Event Month	Expended	People Served	People Previously Served	Speakers
Helpful Interventions	October 2016	\$3,750	2	0	Yes
Helpful Interventions	October 2016	\$1,486	17	2	No
NAMI Texas	October 2016	\$1,875	10	0	No
Texas Center for Disability Studies	October 2016	\$4,000	1	0	Yes
Texas Center for Disability Studies	October 2016	\$0	0	0	No
The Arc of Greater Houston	November 2016	\$375	15	5	No
Volar Center for Independent Living	Nov-2016	\$5,379	55	5	No
Family to Family Network Inc	January 2017	\$4,500	150	22	No
ADDA-SR	February 2017	\$5,688	46	0	No
Austin Travis County Integral Care (ARC MHMR)	February 2017	\$4,812	38	0	No
Austin Travis County Integral Care (ARC MHMR)	February 2017	\$5,000	1	0	Yes
Jewish Family Services of Houston	February 2017	\$7,500	1	0	Yes
The Arc of Texas	February 2017	\$6,345	21	7	No
Children's Disabilities Information Coalition	March 2017	\$6,450	300	50	No
Coalition of Texans with Disabilities	April 2017	\$5,591	24	15	No

Fiscal Year End 9-30-17 Organizations	Event Month	Expended	People Served	People Previously Served	Speakers
The Arc of Texas	April 2017	\$3,750	50	12	No
Texas Parent to Parent	June 2017	\$7,500	no data	no data	No
American Association on Intellectual and Developmental Disabilities Texas Chapter (AAIDD-TX)	July 2017	\$7,260			No
American Association on Intellectual and Developmental Disabilities Texas Chapter (AAIDD-TX)	July 2017	\$2,670	no data	no data	Yes
NAMI El Paso	July 2017	\$360			No
Texas Advocates	July 17	7,448	no data	no data	No
University of North Texas	July 2017	\$7,500			No
Providers Alliance for Community Services of Texas (PACSTX)	September 2017	\$7,500	no data	no data	Yes
The Texas Tribune (TX Weekly)	September 2017	\$7,500			No
Totals:	no data	\$114,239	731	117	no data

NOTE: Budgeted amount used if stipend is not closed.

Background:

A proposed Operating Budget to support staff and Council State Plan operations for FY 2018 is behind this tab. This proposed budget assumes that TCDD receives the same amount of funding in FY 2018 as we did in FY 2017.

Our federal agency asks DD Councils to identify state plan activities versus administrative operations (non-state plan). The FY 2018 proposed budget is presented in this format.

The State Plan Budget consists of salaries and benefits and travel of staff time spent on state plan activities. The State Plan Budget also includes all travel for Council members to attend Council meetings. The money spent on hotel space rentals and audio-visual rentals for the Council meetings are also included in the State Plan Budget as well as our NACDD dues.

The Administrative Budget consists of salaries and benefits for staff time spent on administrative functions, operations, contracts, human resources, building leases, printing, etc.

The proposed budget includes salaries and benefits for 17 full-time positions. Two of the positions remain vacant.

The proposed FY 2018 budget identifies small decreases in salary and benefits due to our current staffing as well as professional services. The budget shows increases in out-of-state travel, utilities and other operating expenses. Amounts are identified in the Notes section of the proposed FY 18 document. The overall budget decreased by \$22,445.

Executive Committee — Agenda Item 9**Expected Action:**

The Executive Committee will review the information provided and may recommend Council approval.

Council — Agenda Item 7.**Expected Action:**

The Council will consider Executive Committee recommendations on the budget.

TCDD Proposed Fiscal Year 2018 Budget

Revenues and Expenses	Approved FY 2017 10/16 – 9/17	Proposed Administrative FY 2018 10/17 – 9/18	Proposed State Plan FY 2018 10/17 – 9/18	Variance	Notes
Federal Allotment	\$4,802,026	\$4,802,026	\$4,802,026	\$0	1
Total Revenues:	\$4,802,026	\$4,802,026	\$4,802,026	\$0	no data
Administrative Operations Expenses:	17 Full-time Employees (FTE)	17 FTE	17 FTE		
Salaries	\$1,123,791	\$217,969	\$871,878	-\$33,944	no data
Benefits	\$400,971	\$120,991	\$259,578	-\$20,402	
Professional Services	\$100,462	\$90,850	\$0	-\$9,612	2
Out-of-State Travel	\$13,500	\$4,300	\$17,200	\$8,000	3
In-State Travel	\$60,750	\$12,150	\$48,600	\$0	3
Supplies	\$12,000	\$12,000	\$0	\$0	
Utilities	\$32,000	\$50,000	\$0	\$18,000	4
Rent, Building, Space	\$69,989	\$13,998	\$55,991	\$0	5
Rent, Computers, Equipment	\$40,000	\$8,000	\$32,000	\$0	6
Capital Expenditures	\$0	\$0	\$0	\$0	
Other Operating Expenses	\$105,317	\$96,664	\$24,166	\$15,513	7
Total Operating Expenses:	\$1,958,780	\$626,922	\$1,309,413	-\$22,445	
Administration Reimbursement To TEA	\$50,000	\$50,000	\$50,000	no data	no data
Available for Grants	\$2,793,246	\$2,815,691	\$2,815,691	\$22,445	
Total Expenses:	\$4,802,026	\$4,802,026	\$4,802,026	\$0	no data

NOTES:

1) Estimated Funding for FY18

2) Auditor — \$40,000; Desk Audits — \$9,000; Legal Services — \$3,000

Attendant Care — \$7,000; Review Panelist — \$4,500; Interns — \$9,000; Web Hosting — \$10,000;

DD Suite — \$5,850; and IT Services with TEA — \$2,500.

3) Travel Council: In-State — \$36,350, Out-of-State — \$9,950; Travel Staff: In-State — -\$24,400; Out-of-State — \$11,550.

4) Utilities — \$7,740; Telecommunications — \$16,260; Dedicated Server — \$26,000.

5) Rent-Building and Space: Office and Storage Space — \$49,989; Quarterly Council Meeting Rooms — \$20,000

6) Rent Machine: Rental of laptops — \$10,745; Quarterly Council AV rental — \$24,719; Rental of copier — \$4,536.

7) Other OE: NACDD Dues — \$22,000; Printing, Registration, Publications, Maintenance and Repair, Postage, Cleaning, Delivery, Advertising, Interpreter / translator, Security, Furniture and Equipment, Software, and Awards — \$98,830.

Continuation Grant Awards

Tab 7

Background:

Executive Summaries for six (6) current grant projects that are eligible for continuation funding are enclosed for consideration by the Committee. Grants monitoring strategies are noted under staff recommendations which follow the grants risk assessment report.

- A. **Easter Seals of Central Texas** – Leadership Development and Advocacy Skills Training
- B. **Paso del Norte Children’s Development Center** – Leadership Development and Advocacy Skills Training
- C. **Light and Salt** — Culturally Appropriate Family Supports
- D. **Texas Advocates** — Grassroots Community Organizing
- E. **EveryChild, Inc** — Public Policy Fellow
- Volar Center for Independent Living** — Building Community Capacity through Collaboration

At the November meeting, staff expect to bring two (2) projects to be considered for continuation funding.

- **Community Healthcore** – Building Community Capacity through Collaboration
- **Reaching Families Advocacy and Support Group** – Culturally Appropriate Family Supports

Executive Committee — Agenda Item 10.

Expected Action:

The Executive Committee will consider this information and make final decisions on the project proposals.

Council — Agenda Item 12. A.

Expected Action:

The Council will receive a report on the Executive Committee decisions.

**Texas Council for Developmental Disabilities
Executive Committee
Review of Proposed Activities and Budget**

ITEM: A

Date: 08/2/2017

Grantee: Easter Seals of Central Texas

Year: 2 of 5

Project Title: Leadership Development and Advocacy Training

Project Location: Fort Worth, College Station, Austin, McAllen, Houston,
and Rio Grande Valley

Website: None

TCDD RFP Intent

The Leadership Development and Advocacy Training request for proposal is for up to four projects to provide skills training using approved curriculum. Project staff will select curriculum and determine how training will be provided. Training must include:

1. History and philosophy of the disability rights movement;
2. Principles of self-determination;
3. Strategies to find and access necessary services and supports;
4. Activities to develop self-advocacy skills; and
5. Activities to promote interaction between participants and peer support.

Authorized Funding: TCDD has approved up to \$75,000 for up to five years.

Expected Results:

At least 100 people each year, on average, will be trained and:

1. At least 80% of trainees demonstrate perceived improvement in their ability to advocate for themselves and others; and
2. At least 10% of trainees have continued involvement in leadership roles or public advocacy.

Project Goals and Objectives for Year 1

Goal: Easter Seals Central Texas (ESCT) will provide an inclusive statewide advocacy and leadership training program focused on developing skills for individuals with developmental disabilities to become self-advocates involved in advocating for the issues that are important to them. ESCT will work with other TX Easter Seals affiliates, including affiliates representing rural areas, to make sure that these trainings are offered to a diverse population.

Objectives:

1. Provide advocacy and leadership skills training to people with developmental disabilities across the state of Texas;
2. Impact how the public perceives individuals with developmental disabilities; and
3. Positively impact current state policies that affect people with developmental disabilities and their families.

Accomplishments per Goal: ESCT has been actively monitoring legislative changes related to employment, housing, and Medicaid rate cuts. Advocates receive updates via social media, e-mail, newsletters, and participants so they can connect with other organizations that address more focused issues. ESCT collaborates with advocates to identify their legislators or other legislators on committees relevant to their priority issue, catalog contact information, draft narratives, and practice effectively communicating. ESCT collects information from advocates through e-mail, social media, and phone calls to track participation in advocacy activities. During the first year, ESCT staff and volunteers traveled to Easter Seals affiliate locations and conducted half day (4 hour) trainings for people in their communities. To date, the project has:

1. Educated 9 policymakers about issues related to Council Initiatives;
 2. Reached 101 members of the general public regarding Council public education, awareness and media initiatives;
 3. Created/Improved 5 formal/informal community supports programs/policies;
 4. Trained 154 people in systems advocacy about formal/informal community supports, leadership, self-advocacy and self-determination; and
 5. Trained 61 parents or guardians trained regarding their child's educational rights.
- Finally, ESCT has been documenting program progress and experiences of advocates through a 3-part video project.

Project Goals and Objectives for Year 2

Goal: Same as above. For the next program year, ESCT will continue to hold free trainings at affiliate locations (Ft. Worth, College Station, Austin, McAllen, Houston), but will add a second day of training in the Rio Grande Valley in Harlingen to increase participation of Spanish-speaking advocates by 20%.

Objectives:

1. Provide advocacy and leadership skills training to people with developmental disabilities across the state of Texas;
2. Impact how the public perceives individuals with developmental disabilities; and
3. Positively impact current state policies that affect people with developmental disabilities and their families.

Council Considerations

Grant Management Considerations: No concerns.

Staff Recommendation: TCDD staff recommends continued funding for this project.

Continuation Budget Detail Summary

Year	Federal Amount Expended	Match Amount Expended	Expended Total Amounts
Expended Year 1 (5 months) (Consultant: \$23,703)	\$64,394/\$13,753	\$20,643/\$7,090	\$85,037/\$20,843

Amounts Requested for Year Two Budget

Expense Item	Federal Amount Requested	Match Amount Requested	Total Amount Requested
1. Personnel Services	\$51,297	\$14,883	\$66,180
2. Travel	\$4,245	\$0	\$4,245
3. Purchased Services (\$7,575 consultants)	\$9,692	\$19,879	\$29,571
4. Property/Materials	\$0	\$89	\$89
5. Rental/Leasing	\$0	\$8,028	\$8,028
6. Utilities	\$0	\$0	\$0
7. Other (Indirect Costs)	\$9,766	\$0	\$9,766
Budget period totals	\$75,000	\$42,879	\$117,879

**Texas Council for Developmental Disabilities
Executive Committee
Review of Proposed Activities and Budget**

ITEM: B

Date: 08/2/2017

Grantee: Paso del Norte Children's Development Center

Year: 2 of 5

Project Title: Leadership Development and Advocacy Training

Project Location: El Paso, TX

Website: pdnchildrens.org

TCDD RFP Intent

The intent of the Leadership Development and Advocacy Training request for proposal is for up to four projects to provide leadership development and advocacy skills training using approved curriculum. Project staff will select curriculum and determine how training will be provided. Training must include:

1. History and philosophy of the disability rights movement;
2. Principles of self-determination;
3. Strategies to find and access necessary services and supports;
4. Activities to develop self-advocacy skills; and
5. Activities to promote interaction between participants and peer support.

Authorized Funding: TCDD has approved up to \$75,000 for up to five years.

Expected Results:

At least 100 people each year, on average, will be trained and it will be documented that:

1. At least 80% of trainees demonstrate perceived improvement in their ability to advocate for themselves and others; and
2. At least 10% of trainees have continued involvement in leadership roles or public advocacy.

Project Goals and Objectives for Year 1

Goal: Paso Del Norte Children's Development Center (PDNCDC) and Volar Center for Independent Living (Volar), will collaborate to implement a culturally appropriate leadership development and advocacy training program to a minimum of 100 El Pasoans who have developmental disabilities, their family members and allies so that they can become strong leaders and advocates. Two main program elements include:

1. Conduct the El Paso Leadership and Advocacy Institute based on the well-known Partners in Policymaking model from the Minnesota's Governor's Council on Developmental Disabilities; and
2. Upon completion of the training, implement a plan to ensure that a minimum of 10% of participants will engage in leadership roles and public advocacy opportunities.

Objectives:

1. Hire and train two part-time coordinators; prepare curriculum materials; and, secure subject-matter speakers;
2. Implement the El Paso County Leadership and Advocacy Institute;
3. Prepare and implement plan to match 10 identified leaders with local and statewide leadership and advocacy opportunities; and
4. Organize Project Advisory Committee (PAC), conduct regular meetings, and ensure that they discuss issues related to sustaining the Institute including securing funds to match TCDD funding.

Accomplishments per Goal:

1. Both positions have been filled and curriculum materials are ready and being revised to meet participant needs;
2. The first institute was offered in February and March with a total of 19 participants trained in formal and informal community supports as well as systems advocacy, health and employment; the second institute was offered in April and completed in May with 10 participants. The third started June 13 and will end June 22nd. The fourth will be July 18-27th and the fifth August 22-31st.
3. The project coordinator is compiling a list of leaders and will make appointments with each. One participant is already serving on an advisory board and other potential advocates will be given opportunities. A total of 9 legislators were presented with the information about this project and its goals; and
4. The project has planned and conducted PAC meetings at least once quarterly with a quorum to discuss issues related to the Institute.

Project Goals and Objectives for Year 2

Goal: Approximately 100 El Pasoans who have developmental disabilities, their family members and allies will participate in 5 institutes; each institute will be comprised of 20 individuals. Each institute contains 4 sessions of 4 hours each for a total of 16 hours of training. Institutes will be implemented one after the other within a 9-month period.

Objectives:

1. Continue to implement the El Paso Leadership and Advocacy Institute;
2. Prepare and implement plan to match 10 identified leaders with local and statewide leadership and advocacy opportunities;
3. Organize PAC, conduct regular meetings, and ensure that they discuss issues related to sustaining the Institute including securing funds to match TCDD funding for years 3-5; and
4. 80% of class graduates will report an increase in their ability to advocate for themselves and others.

Council Considerations

Grant Management Considerations: No concerns.

Staff Recommendation: TCDD staff recommends continued funding for this project.

Continuation Budget Detail Summary

Year	Federal Amount Expended	Match Amount Expended	Expended Total Amounts
Expended Year 1 (9 months) (Consultant: \$45,985)	\$75,000/\$34,122	\$9,859/\$6,854	\$84,859/\$40,976

Amounts Requested for Year Two Budget

Expense Item	Federal Amount Requested	Match Amount Requested	Total Amount Requested
1. Personnel Services	\$21,258	\$4,137	\$25,395
2. Travel	\$500	\$0	\$500
3. Purchased Services (\$43,530 consultants)	\$43,830	\$4,621	\$48,451
4. Property/Materials	\$900	\$0	\$900
5. Rental/Leasing	\$1,012	\$0	\$1,012
6. Utilities	\$0	\$0	\$0
7. Other (Indirect Costs)	\$7,500	\$0	\$7,500
Budget period totals	\$75,000	\$8,758	\$83,758

**Texas Council for Developmental Disabilities
Executive Committee
Review of Proposed Activities and Budget**

ITEM: C

Date: 8/2/17

Grantee: Light and Salt Association

Year: 3 of 4

Project Title: Project SMILE

Project Location: Harris, Fort Bend, Montgomery, Brazoria, Galveston

Website: www.light-salt.org

TCDD RFP Intent

The project intent is to help selected organization(s) build on the work done during the previous project from TCDD to help individuals with developmental disabilities and their families receive culturally appropriate community-based services and supports.

Authorized Funding: TCDD has approved up to \$75,000 for up to 4 years.

Expected Results: At least one conference or training and other activities to support at least 100 families or individuals to get their needs from service providers met; support at least 3 leaders from the individuals being trained and provide information to TCDD to change programs or policies to promote culturally appropriate services and supports; and, grow the organization.

Project Goals and Objectives for Year 2

Goal: To improve the quality of life among Asian Americans (AA) affected by developmental disabilities and to increase public awareness about developmental disabilities.

Accomplishments per Goal: Outreach strategies continue to be implemented to increase public awareness of developmental disabilities through television and radio programs, seminars, newsletters and musical performances; 616 Project SMILE classes were held in which 21 participants with developmental disabilities attended; there were 49 Saturday classes held in which a total of 28 students participated; 23 monthly support groups were held throughout the Houston area with a total of 359 participants, four online support group meetings with 104 individuals participating; 77 units of one-to-one counseling sessions and individual assistance to parents with children with developmental disabilities; twenty-two parents with DD impacted children were recruited and received advocacy training from Families for Effective Autism Treatment (FEAT); and, seven representatives from LSA including the executive director, project director, three staff members,

one parent and one volunteer went to the Texas Capitol and met with several staff members of legislators to advocate for Project SMILE.

Project Goals and Objectives for Year 3

Goal: Same as above.

Objectives: Increase public awareness of DD; improve the life of at least 100 individuals with DD by providing them culturally and linguistically appropriate community-based services and supports; empower at least 100 Asian American family members with better knowledge, resources, and skills to raise children DD-impacted children; and, recruit and train at least three individuals with DD or their family members to become advocates for individuals with DD.

Council Considerations

Grant Management Considerations: No concerns; moderate risk monitoring (award within awards).

Staff Recommendation: TCDD staff recommends the Council to consider continued funding.

Continuation Budget Detail Summary

Year	Federal Amount Expended	Match Amount Expended	Expended Total Amounts
Expended Year 2 (7 months) (Consultants: \$12,270)	\$75,000/\$46,249	\$26,660/\$18,830	\$101,660/\$65,079

Amounts Requested for Year Two Budget

Expense Item	Federal Amount Requested	Match Amount Requested	Total Amount Requested
1. Personnel Services	\$54,685	\$14,440	\$69,085
2. Travel	\$0	\$0	\$0
3. Purchased Services (Consultants: \$11,300)	\$11,500	\$14,300	\$25,800
4. Property/Materials	\$815	\$0	\$815
5. Rental/Leasing	\$8,000	\$2,400	\$10,400
6. Utilities	\$0	\$360	\$360
7. Other (Indirect Costs)	\$0	\$0	\$0
Budget period totals	\$75,000	\$31,460	\$106,460

**Texas Council for Developmental Disabilities
Executive Committee
Review of Proposed Activities and Budget**

ITEM: D

Date: 08/2/2017

Grantee: Texas Advocates

Year: 3 of 3

Project Title: Self-Advocate Grassroots Community Organizing

Project Location: Austin

Website: None

TCDD RFP Intent

The intent of the Self-Advocate Grassroots Community Organizing RFP is for one group of self-advocates to work with others to make changes so that people with intellectual and developmental disabilities are included in their community. TCDD is awarding this grant to support self-advocates with intellectual and developmental disabilities to show others how they can build community capacity and improve system supports.

Authorized Funding: TCDD has approved up to \$100,000 for up to three years. The final budget period is 10 months with up to \$83,333.

Expected Results: TCDD expects that this project will help self-advocates with disabilities:

1. Learn advanced leadership skills;
2. Work together with a trained community organizer and other experts to identify and change a program, policy or practice so that people with intellectual and developmental disabilities are included in their community; and
3. Keep working together to make the community better after this project is over.

Project Goals and Objectives for Year 1

Goal: Texas Advocates will speak out for ourselves and organize a powerful group of self-advocates in Greater Austin to create change in their community at their direction, so people with intellectual and developmental disabilities are included in their community.

Objectives:

1. Texas Advocates will recruit and engage self-advocates to participate in at least 40 individual one-on-one meetings to determine their interests and invite them to join the self-advocacy community organizing group;

2. Texas Advocates will invite self-advocates and conduct one initial large community organizing meeting to organize the self-advocate group, select leaders and identify issues the self-advocates want to learn about;
3. Texas Advocates will support the group to conduct monthly meetings to provide training and expert advice at the direction of the group on topics such as community organizing, developing leaders, building relationships, how to run a meeting, getting people involved, how to create change, negotiation and disability and community issues;
4. Texas Advocates will support the group to use a proven method of strategic planning (PATH/Midwest Academy Strategies) to identify and select the group's short, intermediate, and long term goals and develop a plan to reach their goals.

Accomplishments per Goal: Texas Advocates identified, recruited, and engaged over 50 self-advocates in the Austin Area to participate in the Self Advocate Community Organizing Group. The grant reached out to many local organizations and presented to groups such as Austin Community College Skills, Training, and Education for Personal Success (STEPS), the Austin Resource Center for Independent Living, The Mary Lee Foundation, The Arc of the Capitol Area, and Austin Advocates. Staff conducted 95 interviews of people with intellectual and developmental disabilities to collect feedback on their top concerns and wants for their community. During the 85th session, advocates from the project acted as ambassadors to visiting advocates across Texas. The Greater Austin advocates hosted over 100 individual advocates and their support people from around the state. Advocates showed visitors around the capitol and assisted with educating legislators on their top needs. Advocates were most interested in ending the state subsidization of sub-minimum wage via a bill HB 2409, which gained great bi-partisan support and made it over to the Senate, but did not move through. Texas Advocates also partnered with the Coalition of Texans with Disabilities and the Arc of Texas to create a short movie to explain some of the advocates' needs in the community.

Project Goals and Objectives for Year 3

Goal: Same as above.

Objectives:

1. Texas Advocates will continue to recruit, engage, and support self-advocates and their allies to organize in their own communities;
2. Texas Advocates will continue to assist the self-advocate community organizing group to develop, update, implement, and evaluate their strategic plan;
3. Texas Advocates will support the local self-advocates organizing group to conduct monthly meetings to provide training, identify and learn about the issues, and organize to create systems change in local and state issues, including collaboration with self-advocate groups across the state; and

4. Build the organizational infrastructure to ensure sustainability and long-term community organizing activities for self-advocates.

Council Considerations

Grant Management Considerations: No concerns; Risk Assessment: Considerable. Short final budget period (10 months).

Staff Recommendation: TCDD staff recommends continued funding for this project..

Continuation Budget Detail Summary

Year	Federal Amount Expended	Match Amount Expended	Expended Total Amounts
Expended Year 1 (Consultant: \$48,634)	\$100,000/\$100,000	\$33,691/\$32,622	\$133,691/\$132,622
Expended Year 2 (Consultant: \$5,880) (9 months)	\$100,000/\$69,069	\$33,560/\$27,775	\$133,560/\$96,844

Amounts Requested for Year Three Budget (10 months)

Expense Item	Federal Amount Requested	Match Amount Requested	Total Amount Requested
1. Personnel Services	\$67,987	\$0	\$67,987
2. Travel	\$4,734	\$0	\$4,734
3. Purchased Services (\$4,000 consultants)	\$6,716	\$10,279	\$16,995
4. Property/Materials	\$1,896	\$0	\$1,896
5. Rental/Leasing	\$0	\$17,500	\$17,500
6. Utilities	\$2,000	\$0	\$2,000
7. Other (Indirect Costs)	\$0	\$0	\$0
Budget period totals	\$83,333	\$27,779	\$111,112

**Texas Council for Developmental Disabilities
Executive Committee
Review of Proposed Activities and Budget**

ITEM: E

Date: 8/2/17

Grantee: EveryChild, Inc

Year: 2 of 2

Project Title: TCDD Policy Fellows

Project Location: Statewide

Website: www.everychildtexas.org

TCDD RFP Intent

The intent of this project is to increase the number of policy professionals in Texas who have the skills, knowledge and experience to engage in policy activities so that people with developmental disabilities have greater control over their own lives.

Authorized Funding: TCDD has approved up to \$67,500 for up to 2 years.

Expected Results: The DD Fellows will be employed in positions that allow them to work on public policy that addresses issues important to individuals with developmental disabilities.

Project Goals and Objectives for Year 1

Goal: The goal is to increase the number of policy professionals with the skills, knowledge and experience to engage in policy activities to empower children and youth with developmental disabilities and their families to get the supports needed to live a full and meaningful family life.

Accomplishments per Goal: Texas SILC recruited 36 Consumer Advocates in Transportation (CATs). Member Daniel Curtis facilitated a volunteer ridesharing program to assist his wheelchair rugby teammates in attending practices, games, and social events. The organization developed a pre- and post-survey as well as a Needs Assessment. Texas SILC received consulting services from Texas A&M Transportation Institute (TTI) on the three documents. Texas SILC has begun to collect and organize transportation resource information in an accessible format via the organization's website. Transportation Works newsletters have been published to provide the latest transportation and mobility news to the Independent Living Community. The project also launched a website. The first accessible transportation summit was held March 1-2, 2017 in Austin, for which 151 individuals registered. Of those, over half were Texans with disabilities. Contributors

included Disability Rights Texas, Arc of Texas, Big Brothers Big Sisters, Texans with disabilities, and family members. Survey and needs assessment data was collected and is being analyzed.

Project Goals and Objectives for Year 2

Goal: Same as above.

Objectives: Support the DD Policy Fellow and provide them with training and mentoring to develop a deep understanding of policy and the skills, knowledge and experience they need to effectively engage in public policy issues related to services and developmental disabilities; support the Fellow to understand different approaches to addressing policy issues, including agency and legislative actions and organizational practices, to research and identify core areas of public policy focus and to engage in advocacy on specific policy recommendations; work with EveryChild to educate families of children with developmental disabilities, community organizations, agencies, providers and policy makers on the Fellow's core area of public policy so that families are empowered to get the supports needed for their children to live a full and meaningful family life; and, will evaluate the project's activities and outcomes and provide appropriate project management and oversight while mentoring the Policy Fellow on project leadership and evaluation.

Council Considerations

Grant Management Considerations: No concerns; moderate risk monitoring (award within awards).

Staff Recommendation: TCDD staff recommends the Council to consider continued funding.

Continuation Budget Detail Summary

Year	Federal Amount Expended	Match Amount Expended	Expended Total Amounts
Expended Year 1 (7 months) (Consultant: \$0)	\$67,500/\$31,547	\$22,592/\$10,203	\$90,092/\$41,750

Amounts Requested for Year 3 Budget

Expense Item	Federal Amount Requested	Match Amount Requested	Total Amount Requested
1. Personnel Services	\$66,762	\$0	\$66,762
2. Travel	\$738	\$1,711	\$2,449
3. Purchased Services (\$18,242 consultants)	\$0	\$20,881	\$20,881
4. Property/Materials	\$0	\$0	\$0
5. Rental/Leasing	\$0	\$0	\$0
6. Utilities	\$0	\$0	\$0
7. Other (Indirect Costs)	\$0	\$0	\$0
Budget period totals	\$67,500	\$22,592	\$90,092

**Texas Council for Developmental Disabilities
Executive Committee
Review of Proposed Activities and Budget**

ITEM: F

Date: 08/2/2017

Grantee: Volar Center for Independent Living

Year: 4 of 5

Project Title: Building Community Capacity through Collaboration

Project Location: El Paso, TX

Website: volarcil.org

TCDD RFP Intent

The intent of the Building Community Capacity through Collaboration request for proposals was to establish and/or strengthen a network of appropriately diverse organizations to develop a strategic plan to build the capacity of that community to provide community-based services that will decrease the need for individuals with developmental disabilities to be served in an institution and to implement that plan.

Authorized Funding: TCDD has approved up to \$150,000 for up to five years.

Expected Results: The Upper Rio Grande Intellectual and Developmental Disabilities Community Support Network will identify, enhance, and expand community supports for people with disabilities in order to prevent and reduce admissions of people with developmental disabilities to institutions.

Project Goals and Objectives for Year 1–3

Goal: To prevent and reduce admissions of people with developmental disabilities to State Supported Living Centers (SSLCs) or other institutionalized settings by strengthening the capacity of community supports and developing additional resources.

Year 1: The network includes representation from 55 agencies and organizations, who have implemented five approved initiatives to provide a variety of services including:

1. emergency respite,
2. supported employment,
3. transition planning,
4. youth leadership, and
5. post-secondary education.

The grantee has received 32 referrals for transition planning initiative and 21 families received support. One student was in the process of being admitted to a SSLC and received support with Medicaid waivers, social security and guardianship intervention. Under the post-secondary initiative, 18 students were referred and 6 students selected to participate in the first cohort of the 2015 fall semester at El Paso Community College (EPCC). The Youth Leadership Development (YLD) Assistant provided leadership and advocacy training to 30 young people with disabilities. Some of those students met with legislators on Capital Day in Austin. The project also provided 391 hours of emergency respite assistance.

Year 2: The network is comprised of 81 partners from public and private organizations, individuals, and family members, which implemented five approved initiatives to provide a variety of services including:

1. behavioral support,
2. supported employment,
3. transition planning,
4. youth leadership development, and
5. post-secondary education.

Six students that enrolled in the first cohort of post-secondary education resulted in enrollment in the Machinist Certificate program, Information Technology in Business program, Office Assistant program and in the Travel Counselor/Airline Reservations certificate program. These students received educational coach support and specialized support services to address their individual academic and personal needs. For example, one student experienced a crisis that involved the El Paso Police Department. The educational coach provided the student with the necessary services and supports to deal with the issues that were creating the crisis situation. For the 2016-2017 academic year, seven students were selected to participate in the second cohort of the fall semester. Since the beginning of the project, 328 people attended presentations provided by the Youth Development Coordinator which provided information on adult and community services, leadership, advocacy, self-determination, career and employment, and transition planning to include postsecondary goals and resources. Under the I/DD transition planning initiative which provides comprehensive/interagency linkage, transition planning and family support, the initiative has received 40 referrals. Seven did not qualify and 33 new families are being served. One 18-year-old individual who had no services and prior medical history is now enrolled in high school, linked to a primary doctor, receives speech, occupational and physical therapies, receives Medicaid and is enrolled on the interest list of the Medicaid waiver programs and DARS. The behavioral support initiative had 116 participants attend two seminars geared to understanding children's behavior. Thirty students are being served under the leadership development program.

Year 3: The network is comprised of 45 partners from various public and private organizations, family members, care providers, and individuals with disabilities. The Arc of El Paso, El Paso Community College (EPCC), and Paso Del Norte Children's Development Center signed a memorandum of understanding with Volar to provide the same services as in the previous years work plan. The following outcomes were part of the transitional and behavioral planning component of the project:

1. 4 clients were assisted in signing up for Medicaid Waiver interest lists;
2. 4 clients were referred to the Social Security Office to apply for benefits,
3. 2 clients were referred to speech therapy,
4. 2 clients started the guardianship process,
5. 1 client registered with Vocational Rehabilitation Services, and
6. 2 clients were referred to occupational therapy.

Project Higher students and staff attended and presented at the Ability Awareness Week ceremonies and resource fair at the University of Texas at El Paso, October 3-7, 2016. Project Higher was recognized by the Texas Workforce Solutions VR Program for its efforts and outstanding business practices in preparing people with disabilities for work. A total of 13 students from cohorts 1 and 2 are enrolled in the fall semester at EPCC and 2 were awarded scholarships for the 2016-17 academic year.

Project Goals and Objectives for Year 4

Goal: Same as above.

Objectives:

1. Project HIGHER staff will continue to assist individuals with intellectual and developmental disabilities in El Paso County to complete a level-one certificate program at EPCC and find employment in their area of study;
2. The Youth Leadership Development Program will serve 30 young people with disabilities who are enrolled in high school or attending college to provide them with the advocacy and leadership skills to participate in post-secondary education and/or employment, and participate in the community;
3. The IDD Institute's goal is to implement best practices, improve awareness and advocate for individual rights of persons with IDD; offer high-quality provider/caregiver training intended to encourage a thorough understanding of topics that will promote self-sufficiency and self-determination for individuals with IDD; and to support the reduction in admissions to the SSLC and increased integration within the community;
4. To assist families and young adults that have an IDD and a co-occurring mental health diagnosis with a comprehensive person-centered transition plan;

5. Will mentor parents that have received transition services since the IDD Transitional Planning Initiative first started in 2014. The preferred outcome will be that these parents will help other parents resolve issues related to transition; and
6. A special emphasis will be made this year to reach out to lead transition specialists in the school districts to give them resources that they can share with the students they work with, so that they are better equipped to develop appropriate school transition plans.

Council Considerations

Grant Management Considerations: The grantee reports project activities and outcomes that are consistent with the goals and objectives outlined in the RFP. However, the grantee has had numerous financial reporting issues related to documentation, invoicing, and accounting that have required an excessive amount of technical assistance and time to resolve. The findings from the November 2016 on-site elevated the grant risk status which required to grantee to submit RARs on a monthly basis with supporting documentation for each RAR. During the second and third quarter, documentation was either not submitted or submitted incorrectly that delayed payment of RARs by six months. As a result, the grantee received a letter in April 2017 advising that circumstances existed that could result in suspension of the grant. With extensive grant management support, the grantee ultimately addressed all concerns in the letter and suspension was not enacted. With a ongoing technical assistance from staff to the grant financial authority, the grantee's RARs have ultimately been approved and paid. However, payments to date have been delayed due to required mathematical revisions and appropriate documentation.

Staff Recommendation: With continued funding, keep high risk status that includes monthly RAR and annual on-site reviews. Continue to work with grantee on meeting financial reporting requirements. Continue to promote adherence to designated timelines for financial documents and reporting.

Continuation Budget Detail Summary

Year	Federal Amount Expended	Match Amount Expended	Expended Total Amounts
Expended Year 1 (Consultant: \$82,915)	\$125,000/\$125,000	\$14,483/\$25,408	\$139,483/\$150,408
Expended Year 2 (Consultant: \$103,274)	\$150,000/\$150,000	\$18,174/\$26,515	\$168,174/\$176,515
Expended Year 3 (7 months) (Consultant: \$105,025)	\$150,000/\$80,912	\$16,858/\$12,286	\$166,858/\$93,198

Amounts Requested for Year Four Budget

Expense Item	Federal Amount Requested	Match Amount Requested	Total Amount Requested
1. Personnel Services	\$45,704	\$0	\$45,704
2. Travel	\$0	\$0	\$0
3. Purchased Services (\$101,382 consultants)	\$101,382	\$16,781	\$118,163
4. Property/Materials	\$1,378	\$0	\$1,378
5. Rental/Leasing	\$0	\$0	\$0
6. Utilities	\$1,536	\$0	\$1,536
7. Other (Indirect Costs)	\$0	\$0	\$0
Budget period totals	\$150,000	\$16,781	\$166,781

Background:

An independent review panel evaluated proposals received in response to the Public Policy Fellows Request for Proposals. Five applications were received from the following organizations:

- The Arc of Texas
- Coalition of Texans with Disabilities
- Disability Rights Texas
- Easter Seals Central Texas
- Family to Family

A second independent review panel was conducted in response to the Texas Sibling Network Request for Proposals. Two applications were received from the following organizations:

- The University of Texas at Austin
- Sam Houston State University

Executive Committee members will receive an email prior to the meeting with the review panel comments. At the meeting, members will receive a checklist of review criteria for each application prior to Committee discussion.

The Executive Committee will consider this information and make final decisions about proposals to approve for final negotiations for these projects.

Executive Committee — Agenda Item 11**Expected Action:**

The Executive Committee will consider this information and make final decisions on the project proposals.

Council — Agenda Item 12. A.**Expected Action:**

The Council will receive a report on the Executive Committee decisions.

Independent Review Panel Members

Tab 9

Background:

On an ongoing basis, TCDD seeks qualified individuals who can serve on the Independent Review Panels that evaluate proposals received in response to Requests for Proposals (RFPs). In order to have a large enough pool of potential reviewers, a database of approved individuals is maintained. The Executive Committee reviews and approves individuals to be included in the reviewer pool at each meeting. Planning Director Joanna Cordry and Planning Specialist Danny Fikac will provide information about individuals who recently applied to be reviewers. This information includes the name, areas of expertise, and city of the potential new reviewers. This information is provided behind this tab sheet.

The Executive Committee will be asked to make a final determination on any additions to the list of potential reviewers.

Executive Committee — Agenda Item 12

Expected Action:

The Executive Committee will consider this information, and make a final determination about the applicant.

Council — Agenda Item 12. D.

Expected Action:

The Council will receive a report on the Executive Committee decisions.



TO: Executive Committee
FROM: Danny Fikac, Planning Specialist
SUBJECT: Approving New Applications for RFP Review Panelists
DATE: August 2, 2017

TCDD staff received fourteen new applications for new members of TCDD RFP Review Panel, and TCDD staff contacted a previous applicant for additional information. The memo includes the new applicants' name, location and qualifications. As TCDD develops new projects and moves forward with its new five-year plan, it is necessary to continue to add to the eligible panel members in order to have a diverse independent review panel with expertise in various subject matters.

There were two additional applications with incomplete information. Staff's efforts to contact the applicants were unsuccessful.

TCDD RFP Review Panel members

Last Name	First Name	Location	Qualifications
Carlson	Kay	Houston	I have two adopted sons with intellectual and developmental disabilities. One is 25, has Down syndrome, works part-time, and lives at home. The other is in a group home, but the three of us spend time together almost every weekend. I have 15 years of hands-on experience navigating the various systems, supports and services. For three years I have served on the IDD System Redesign Advisory Committee and participated in the courses over the years given by The Arc of Houston.
Cox	Deanne	Rowlett	My son is 8 years old and has autism spectrum disorder as well as other diagnoses. I have obtained a Bachelors of Arts in Economics. I am a co-coordinator in a local autism support group (TACA) that provides parent education and support and an advocate with COPAA and assist families in east Texas with special education issues. Additionally, I serve on the Planning and Network Advisory Board for the Metrocare Local Authority. I have grant writing experience for my own child to receive services.
Denton	Ann	Austin	I am a family member of an individual with a disability and I am a professional/paraprofessional in the disability field. My sister had a behavioral health disability: bipolar disorder and substance use disorder, and in 2012 she passed away. I have 40 years of experience helping people with disabilities, primarily people with behavioral health disorders, and I am a national expert on homelessness, behavioral health, housing, and other areas of community integration. Currently, I am the senior fellow for Advocates for Human Potential. Under the auspices of Utah State University and ILRU every year, I teach an online class on housing and supports for CIL staff every year. I serve on the Board of Commissioners for the Housing Authority of Travis County, and President of the Board for the Strategic Housing Finance Corporation (a housing development corporation). I have also served as a reviewer for grant applications at the federal and state level.

Last Name	First Name	Location	Qualifications
Keller	Karlyn	Georgetown	<p>For 20 years, I have worked as a Special Education teacher for elementary, middle school, high school and 18+ programs. I am an experienced Education Diagnostician, Special Education Counselor and Special Education Director.</p> <p>I have achieved an Ed.D. – Educational Administration/Special Education, M.ED. –Educational Administration, M.ED. – Special Education: Gifted and Talented & Educational Diagnostician, M.S. – Counseling, Community & School, M.ED. - Special Education: Generic Special Education, B.S. - Psychology/Special Education and B.S. - Cross Cultural Communications. I am a Licensed Professional Counselor and National Board of Certified Counselor</p> <p>Currently, I am employed as Texas Association for School Boards as the Special Education Solutions Lead Account Executive/Manager. I am a member of TASB, TASA, and TCASE which provide ongoing advocacy at the state and federal level. I have experience both in writing and reviewing grants.</p>
Medina	Kirsten	New Braunfels	<p>I am a professional/paraprofessional in the disability field. I have a bachelor's degree in Social Work from Texas State University, and am a licensed social worker under the State of Texas. Currently, I am employed with Texas Department of State Health Services supporting children living with disabilities that require assistance through attendant or personal care services. I assess families for assistance and other social services they need access to. I have some experience writing grants in my previous employment with AIDS Services of Austin.</p>
Meigs	Amanda	San Antonio	<p>I am a professional/paraprofessional in the disability field. Currently, I am employed for an FMSA, where one of my primary functions is to serve as their HCS and TxHmL specialist. Additionally, I have served as a provider for both respite and PAS/HAB, coached and competed as a unified partner in Special Olympics, and worked as a job coach.</p> <p>Previously, I have been employed as a service advisor for CDS in Texas, the LEAP Program coordinator (autism unit) with the Arc of San Antonio and as a TxHML service coordinator with Alamo Local Authority (AACOG).</p>

Last Name	First Name	Location	Qualifications
Richman	David	Lubbock	<p>I have a disability and I am a professional/paraprofessional in the disability field. I was diagnosed with Dyslexia in 3rd grade. I have obtained a Bachelor of Arts in Political Science and Psychology, and a Ph.D. in School Psychology. I am a Board Certified Behavior Analyst.</p> <p>In 1989 I became a direct care staff worker in one of the first community group homes in Iowa City, IA. Most recently, I conducted research in Lima, Peru at the Anne Sullivan Center. I learned from Liliano Mayo, Ph.D., to use the term people with "different abilities" because it forces to see the other person's strengths instead of their limitations. Currently, I am employed at Texas Tech University.</p> <p>I have served as a Principal Investigator on federal and local grants. I have also reviewed grants for the Cornelia de Lange Syndrome Foundation, Institute for Educational Sciences, and numerous internal grant competitions within TTU.</p>
Sanger	Katherine	Dickinson	<p>My son is 14 years old and he is diagnosed with autism and an intellectual disability. He is currently in the 8th grade, but functions at a toddler level.</p> <p>I have an AA in General Studies, a BS in Information Technology, an MA in Liberal Arts, an MA English Literature, an MFA in Creative Writing, a Post-Master's Certificate in Adult and College Education, and 48 doctoral hours in Post-Secondary and Adult Education.</p> <p>I am a member of the school district's "Parent Advisory Committee," and I run the parent support group for the school district. On my own time, I set-up and run various events for special needs "kids." In the past two years, I've set up numerous movie days at the library, easter egg hunts, and an indoor trick-or-treat. In addition, I attend training and rallies for special needs. Additionally, I am a member of The Arc of the Gulf Coast, and I communicate with local groups to arrange for speakers at events. I recently traveled to the Capitol during part of an event to talk to lawmakers. I have taught classes on grant writing.</p>

Last Name	First Name	Location	Qualifications
Shams	Sanjukta	Dallas	<p>I am a family member of an individual with a disability., I am a professional/paraprofessional in the disability field. My niece was born prematurely and suffered a massive brain bleed. She has cerebral palsy and autism.</p> <p>I am employed as a development director and grant writer for LifePath. I have been exposed to various individuals with IDD and IDD funding resources available to meet their everyday needs. I continue to work closely with LifePath's supported employment department by raising funds to help individuals find a paid internship.</p> <p>I am a member of the Sierra Club, Women of Visionary Influence and Girl Scouts of North Texas.</p>
Shetron	Tamara	Kyle	<p>I am the parent of an adult child with ADHD and an adult child with Tourette syndrome. I was also the child of parent with a neuro-muscular degenerative disease (similar to MS).</p> <p>For 3 ½ years, I was an instructor at the Marbridge Foundation (for music, drama, spiritual programs). I led courses and directed choirs,including touring groups, and theatre groups with two major performances each year. I continue my work in the theatre as the board director of TILT, an Austin-based performance group for adults with disabilities. Currently, I am pursuing a PhD in Developmental Education with research interests in postsecondary education for adults with ID.</p> <p>I have graded submissions for H-E-B education grants for which I read through grant applications to determine if they fit the criteria, and score the quality of grant based upon a rubric.</p>
Skivington	Michael	Tomball	<p>I have more than 20 years of experience in the disability field. First, I was a high school teacher for students with learning and emotional disabilities. This experience led me to complete a PhD in Special Education from UW-Madison. I then taught pre-service college students who were seeking teaching licensure in several different universities.</p> <p>I have written several grants at the university level. I have also reviewed grant proposals as part of my overall responsibilities as a college professor.</p>

Last Name	First Name	Location	Qualifications
Sonnenberg	Bruce "Lee"	Lubbock	<p>Three members of my immediate family have a physical disability. My youngest daughter has a visual impairment caused by the progression of her congenital glaucoma and several surgical errors. My son had numerous orthopedic surgeries on his feet and ankles to correct a bone deformity, and 10 years ago my wife was diagnosed with Multiple Sclerosis.</p> <p>I am the Associate Managing Director for Texas Tech's Transportation and Parking Services. I am responsible for the personnel, financial and operational management of the department. I also assist with finding employment locations for the students who participate in Project SWEEP. Project SWEEP is a 5-week TWC vocational training program for high school students who are blind or visually impaired. I volunteer my time on the Project SWEEP planning committee.</p> <p>I serve on the Board of Trustees for Texas School for the Blind and Visually Impaired; my appointment expires in 2019. I also serve on HHSC's Policy Council for Children and Families and the Board of Directors of All Blind Children of Texas. I also serve on the Friendship Athletic Booster Club Board of Directors and Commissioner for Sports Medicine.</p> <p>I am also an active member of The Springs Fellowship Church, University Medical Center, and Children's Miracle Network.</p>
Wilkerson	Denise	Arlington	<p>I am a professional/paraprofessional in the disability field. I serve on the executive board of the Arlington Mayor's Committee on People with Disabilities which works on behalf of all people with disabilities and has relationships with many local service providers and other local advocacy organizations. My responsibility on the board also includes serving as their legislative/legal liaison and Facebook/marketing lead. As an attorney, I litigated a case on Title II (municipal) accessibility that was briefed all the way up to the United States Supreme Court. In addition to being on the Arlington Mayor's Committee on People with Disabilities, I am also active with the River Legacy Foundation and IFAA (Santa Fe – Arlington).</p> <p>I have been a professional grant writer for 5 years. My first client was Serendipity Equine Haven, an equine assisted therapy stable.</p>

Last Name	First Name	Location	Qualifications
Zrile	Amanda	Arlington	<p>I have a Bachelor of Arts in Education (focus on special education). For 3 years, I taught at a nonprofit school for all disabilities in the vocational department and worked with Texas Workforce Solutions to gain employment opportunities for students. Currently, I am the Director of Education and Programs for The Arc of North Texas and run two day-hab facilities along with camps for summer and spring break for children and adults. I am a sponsor for Texas Advocates (Advocate Leaders of Dallas). I have a group about 10-15 advocates who meet monthly to solve issues. I have created #ADallas a project to help Dallas become better accessible for all abilities.</p> <p>I currently write and review grants as needed for specific projects that I need for my day-hab centers.</p>

Background:

- **Community Outreach Coordinators** — In response to State Plan objectives related to community outreach and building capacity to include underserved and culturally diverse groups, funding is proposed for two Community Outreach Coordinators to reside in local communities. The enclosed executive summary provides a description of this recommendation.
- **Travel Funds for Advisory Committees** — TCDD has provided funds since FY 2000 to support travel of self-advocates and family members to participate on state level advisory committees, councils and workgroups that focus on issues of importance to individuals with developmental disabilities. This support allows individuals with disabilities and their families to participate in policy discussions about the services and programs that impact their lives. These committees are created by state law or by agency rule and TCDD offers travel support if the agency does not have travel funds. Some agencies now have travel funds and continue to support members to participate. In FY 2015, TCDD approved travel support for a two-year period which ended July 31, 2017. During the two-year time, TCDD spent \$19,656 in financial support through April 2017, and supported the following groups:
 - Consumer Direction Workgroup (HHSC paid for travel reimbursement in FY 2017)
 - Employment First Taskforce (EFTF will not be continued per the 85th Texas Legislature)

Even though there will be no workgroups to provide travel reimbursement to in FY 2018 and FY 2019, TCDD is recommending to reserve \$7,500 per year for a total of \$15,000, in the event that another workgroup would need travel reimbursement between August 1, 2017 and July 31, 2019.

Executive Committee — Agenda Item 13

Expected Action:

The Executive Committee will consider this information, and make recommendations to the Council on this funding issue.

Council — Agenda Item 9. A-B.

Expected Action:

The Council will consider the Executive Committee recommendations.

Executive Summary

TCDD Community Outreach Coordinators

Project Goal

This project will allow TCDD to create the equivalent of a TCDD staff level position at the community level, and expand TCDD efforts outside of Austin and contract with a Coordinator who is living in the community we seek to serve. The Community Outreach Coordinator(s) would coordinate opportunities for community inclusion for individuals with developmental disabilities from diverse cultural and geographic backgrounds and provide support to individuals involved in the community. This strategy will not only build local community capacity, but will help inform TCDD about future projects.

Relationship to TCDD State Plan Goals

TCDD's FY 2017 — 2021 State Plan includes multiple objectives related to community outreach and building capacity to include underserved and culturally diverse groups:

Goal 1: Create and support promising practices that enable people with developmental disabilities to be fully included in their communities and to have control over their own lives by 9/30/2021.

Objective 1.8: Implement at least three projects to address the specific needs of individuals with developmental disabilities who identify with a specific minority culture

Goal 2 Improve and/or expand community-based systems to better support people with developmental disabilities or families of children with developmental disabilities to be fully included in their communities by 9/30/2021.

Objective 2.3: Collaborate with at least three community based organizations to reduce linguistic and cultural barriers experienced by individuals who are Spanish-speaking

Goal 3: Increase the access that individuals with developmental disabilities and families of individuals with developmental disabilities have to information, training, and support to advocate for themselves and/or to collaborate with allies to impact public policy, service systems, and community supports.

Objective 3.1: Support the participation of people living in rural areas and people who self-identify as having racial or ethnic minority background in TCDD leadership and advocacy projects.

Objective 3.2: Support people with developmental disabilities to provide leadership development and advocacy training.

Objective 3.4: Support self-advocates and family members to participate in cross-disability, culturally diverse leadership coalitions.

Proposed Funding Contribution and Duration

Up to \$200,000 each year for up to five years. Funds would include salary for (2) Community Outreach Coordinators to be identified and located in underserved geographic regions that may include South Texas/Valley, Northeast Texas, or the Panhandle. The specific region will be identified after community needs assessment with local community partners.

Funding may also cover local activities, events, and coordinator travel expenses within the region and travel to TCDD as needed.

Background

The DD Act specifically calls for the services and supports it provides to be delivered “... in a manner that is responsive to the beliefs, interpersonal styles, attitudes, language, and behaviors of individuals who are receiving the services ...”

The 2010 census figures illustrate that racial and ethnic minority communities are growing at a faster pace than the current majority population, white Americans. More than half of the 2011 Texas population, (55.2%), was of a race other than non-Hispanic white, according to U.S. Census Bureau data making Texas one of five "minority-majority" states in the country. Unfortunately, people with developmental disabilities from minority communities can face unique barriers to achieving self-determination, independence and inclusion. For this reason, the Administration on Intellectual and Developmental Disabilities (AIDD) has prioritized Council's efforts to reduce disproportionalities and disparities across all state plan activities.

In Texas, individuals and families have varied experiences depending on their geographic region. While TCDD works with our many grantees and partners from around the state, it can be difficult to connect directly with individuals with disabilities, to understand specific needs, and to identify strategies to reduce barriers without being a visible and active participant in a local community. This initiative would create the equivalent of a TCDD staff level position at the community level.

TCDD has demonstrated an ongoing commitment to reducing disproportionalities and disparities in our state. We know that true systems change begins with all of us as Council members. Through the following projects and activities, TCDD has worked to improve outreach and inclusion among the unserved and underserved:

- Culturally appropriate community-based services and supports grant projects;
- Outreach and Development grants;
- Stipends to support translation services;
- (5) state plan objectives focusing on outreach and inclusion of culturally and geographically diverse groups (listed above); and
- Participation in Undoing Racism training with Council members, staff, grantees, and partners

Project Description

The Community Outreach Coordinator(s) would coordinate opportunities for community inclusion for individuals with developmental disabilities from diverse cultural and geographic backgrounds and provide support to individuals involved in the community.

Community Outreach Coordinator requirements:

- Be a current resident of the community in the identified geographic region of the state.
- Collect qualitative and quantitative data and public input (e.g., surveys, focus groups, in-person interviews) from individuals with developmental disabilities and their families to better inform TCDD state plan objectives and projects.

- Identify barriers including linguistic, cultural, and geographic access to services and supports.
- Build community connections and collaborate with community partners including TCDD grantees to create opportunities for individuals with developmental disabilities and their families.
- Develop and support programming and community activities related to disabilities, diversity and inclusion.
- Engage community members to create local cross-disability and cross-cultural partnerships in the identified region.
- Share TCDD and other national best practice models to build community capacity.
- Support existing and new leaders and self-advocates to connect and collaborate on advocacy and systems change initiatives.

Other Community Outreach Coordinator responsibilities include but not limited to:

- Participate in TCDD programming meetings and report to the Council as needed;
- Develop community engagement plans;
- Maintain community database of partners and outcomes; and
- Collaborate with TCDD communications on outreach, messaging, and products.

Preferred Community Outreach Coordinator Knowledge, Skills, Abilities:

- Bilingual fluency in Spanish (as needed);
- Developing and maintaining relationships with individuals and community groups from diverse backgrounds;
- Designing and implementing community engagement plans;
- Strong commitment to valuing diversity and embracing inclusion;
- Project management, communication (verbal and written), and organizational skills; and
- Ability to work independently and part of a team.

Other Considerations

The Administration on Intellectual and Developmental Disabilities (AIDD) continues to direct Councils to enhance their capacity to reach underserved and diverse communities in their states. Other Councils across the country have created Community Outreach Coordinator positions to conduct similar tasks and achieve DD Act goals. TCDD will follow these models and collaborate with Council in other states on specific activities and AIDD outcomes. Locally, TCDD will collaborate with its state and local partners who may have resources within local communities to support the Community Outreach Coordinators. For example, TCDD may want to partner with the Texas A&M Agricultural Extension program who have a mission of education and outreach and have offices in every county of the state. Similarly, we may connect with universities and colleges in the region, existing and past grantees, our DD Network partners, and others who share our goals for community inclusion and outreach to diverse groups of individuals with disabilities. While direct supervision of the Coordinators would be the responsibility to TCDD staff, local support may include office space and collaboration on staff activities.

Background:

State law establishing TCDD requires “the Council to enter into a Memorandum of Understanding (MOU) with the designated state agency that delineates the roles and responsibilities of the designated state agency” in providing administrative services and supports to TCDD. Council policies expect the Council to review the MOU each year.

The current MOU with Texas Education Agency (TEA), the Council’s designated state agency is included. There were no changes made to the FY 2018 MOU.

The Executive Committee will be asked to consider the MOU to recommend Council approval.

Executive Committee — Agenda Item 14**Expected Action:**

The Executive Committee will review the information provided and may recommend Council approval.

Council — Agenda Item 8**Expected Action:**

The Council will consider Executive Committee recommendations on the subject.

Memorandum of Understanding Between the Texas Council for Developmental Disabilities and the Texas Education Agency

I. Purpose

This Memorandum of Understanding (“MOU”) is entered into between the Texas Council for Developmental Disabilities, 6201 East Oltorf, Suite 600., Austin, Texas, hereafter referred to as the “TCDD,” and the Texas Education Agency, 1701 North Congress Ave., Austin, Texas, hereafter referred to as the “TEA”. The TCDD is established pursuant to the federal Developmental Disabilities Assistance and Bill of Rights Act as amended (42 USC 15001), hereafter referred to as the “DD Act”, and by state statute at Chapter 112, Title 7, Texas Human Resources Code, hereafter referred to as the “State Act.” Consistent with the DD Act, the Governor of Texas has designated TEA as the “designated state agency” to receive, account for and disburse funds available to TCDD and to provide administrative support to TCDD as appropriate. The purpose of this MOU is to identify the responsibilities of TEA as the designated state agency and the responsibilities of TCDD consistent with the DD Act and the State Act.

II. General Agreements

The State Act establishes the TCDD as a separate entity under state law, and delegates authority to the TCDD for all programmatic activities conducted with funds available to the TCDD. The State Act also establishes the Executive Director of the TCDD as the executive head of agency for the TCDD. EA is responsible as the Designated State Agency to provide the services and support as indicated in this Memorandum of Understanding.

TCDD staff will be subject to the administrative rules and policies of the State of Texas and of its cognizant federal authorities. Pursuant to the State Act, the TCDD is responsible for selecting and hiring the Executive Director, when that position becomes vacant, and supervising the Executive Director consistent with state personnel policies and procedures of the TCDD. The TCDD Chair will prepare an annual performance evaluation of the TCDD Executive Director and serve as the “supervisor’s supervisor” when required by state law or regulations.

The parties agree that TCDD staff will be responsible solely for TCDD activities and responsibilities and will not be assigned other duties nor guided in implementing activities by the TEA. It is TCDD's intent to be responsive to the limitations of TEA set forth in state law and regulation related to personnel decisions. In like manner,

it is TEA's intent to be responsive to the intent of the DD Act that provides for the Council to determine the numbers and types of staff necessary to carry out TCDD responsibilities and activities. At any time that the Council determines the need to increase the number of TCDD staff positions above 18 currently authorized FTE's, TCDD and TEA shall jointly determine the procedure and timing for that increase to occur. Unless otherwise separately agreed by TCDD, those positions are available only to the TCDD and are not subject to staffing reductions of the TEA.

TCDD will work cooperatively with TEA to establish procedures for the processing of TCDD grants, contracts and personnel actions, recognizing that state and federal law vest fiscal, personnel, and rulemaking authority in the Council concerning activities carried out with funds available to TCDD. Federal law establishes that the TEA, and any other agency, office, or entity of the State, will not interfere with the advocacy, capacity building, and systemic change activities, budget, personnel, State plan development, or plan implementation of the Council.

TEA will provide administrative support services to the TCDD as detailed in this MOU. The provision of these services are subject to TEA's then-current operating procedures and systems. Nothing in this MOU obligates TEA to provide or purchase for TCDD any administrative service or support not regularly available or provided by TEA. Any requests by TCDD for modification to TEA services or support shall be subject to negotiation at the time of the request and to additional reimbursement as allowed by the DD Act. TCDD agrees to cooperate with TEA in providing any information needed by TEA to carry out its duties.

III. Financial, Budgeting and Accounting Services

TEA has the following responsibilities and duties in state and federal law:

- A. Receive, account for and disburse funds on behalf of TCDD in accordance with the state and federal law and as authorized by TCDD staff, provided that TEA shall not encumber any funds available to TCDD, transfer any funds between TCDD budget categories or from TCDD to any other entity, or otherwise initiate charges or expenses against funds available to TCDD without specific authorization in advance by TCDD.
- B. Provide the fiscal controls and fund accounting procedures necessary for proper disbursement of and accounting for TCDD funds.
- C. Prepare required state and federal financial reports regarding TCDD funds, including TCDD review prior to submittal.
- D. Provide payroll services consistent with state and federal requirements.
- E. Provide timely financial information to TCDD to allow for the preparation of

required fiscal reports to state and federal authorities.

- F. Provide or assist TCDD in securing the non-federal share of the cost of projects as required by federal law.
- G. Support TCDD in developing required state budget, strategic plan, performance measures, and appropriations request materials and related items (and other state reporting).

IV. Human Resources

TEA agrees to provide the following Human Resources services to TCDD:

- A. For state payroll and benefits purposes, administratively maintain TCDD employees as TEA employees.
- B. TEA agrees to provide recruitment, posting and processing of applications for TCDD positions.
- C. TEA will ensure compliance with EEO and ADA related matters and will act as the TCDD Executive Director's designee to implement a program of equal opportunity employment for the TCDD as required by the Texas Commission on Human Rights and state law.
- D. Other HR services as appropriate.

V. Information Technology Services

TEA agrees to provide the following information technology services to TCDD:

- A. Information technology (IT) support to TCDD shall be provided through TEA Interagency agreements with the Department of Information Resources (DIR) and the state Data Center Service.
- B. TEA IT support to TCDD includes but is not limited to security oversight and operational functions to ensure compliance with the DIR TAC §202 requirements
- C. TEA IT support includes monitoring, provisioning and support for desktop and laptop computers, printers, networking server and network infrastructure, E-mail accounts, network connections (including LAN equipment and data circuits) and related hardware and software applications. As required to meet confidentiality requirements.
- D. TCDD will follow TEA Operating Procedures pertaining to information security and encourage TCDD employees to attend TEA information security classes.
- E. TEA IT support shall be provided in a manner that assures separate identity for TCDD computer functions including website (www.tcdd.texas.gov) and email (e.g. Beth.Stalvey@tcdd.texas.gov)

VI. Other Administrative Services

TEA agrees to provide the following administrative services to the TCDD unless TEA and TCDD jointly agree for TCDD to contract for such services separately:

- A. Provide appropriate assurances for the TCDD State Plan and consult with TCDD to maintain consistency of the State Plan with state law.
- B. Purchasing and procurement services that will enable TCDD to procure and receive goods and services consistent with state requirements and upon its own authority, including support and assistance concerning lease space for TCDD offices. TCDD personnel responsible for contract development and processing will consult with appropriate TEA personnel and participate in related TEA training.
- C. Training, professional development, and consultation services provided through TEA Professional Development to TCDD personnel as appropriate.
- D. Bulk mail services directly or through contract with another state agency.
- E. Manage TCDD's toll free number 1-800-262-0334.

VII. Business Continuity and Disaster Recovery Services

TEA and TCDD agree to furnish mutual aid to each other in the event of a declared disaster:

- A. The requesting party will notify the loaning party immediately upon declaration of a disaster. Services shall be made available to the receiving party within two hours of the notification.
- B. The loaning party will provide space, telephony, desktop and/or laptop computer equipment, and supplies to the requesting party. The loaning party, in its sole discretion, shall determine what can be spared at the time of the disaster without placing its own agency in jeopardy.
- C. The loaning party agrees to allocate a conference room to accommodate a minimum of 10 staff, with power to connect computers, and equipped with one conference phone. The requesting party will provide agency laptops, cell phones, and wireless hot spots, whenever possible.
- D. The requesting party will have sole use of the allocated space during the period of occupancy.
- E. All equipment and personnel loaned hereunder shall be returned upon demand of the lending party or when released by the requesting party upon the cessation of the emergency.
- F. No charge shall be assessed for services rendered by either party.
- G. TEA will include TCDD in their Business Continuity Plan for systems and business recovery.

VIII. Other Understandings:

- A. TEA understands that TCDD shall develop and authorize funding activities to implement goals and objectives in the approved TCDD State Plan within the limitations of available funds and applicable state and federal regulations. TCDD shall manage all aspects of the application, review, and approval processes for grants and contracts and shall provide ongoing project development and grants management oversight to funded projects. DD funded grant projects shall abide by all terms of the grant award and with all applicable federal and state requirements including the Uniform Grant Management Standards (UGMS) developed by the Governor's Office of Budget, Planning and Policy, and federal rules promulgated by the Office of Management and Budget (OMB) where applicable. Except as otherwise stated in this agreement, TCDD is solely responsible for the grant selection, award, and management activities of the Council. The TCDD Executive Director or his designee is the authorized signatory for all TCDD grants and contracts.
- B. TCDD, as a separate state entity under law, will comply with State of Texas administrative rules and policies applicable to State agencies of similar size regarding the provision of internal audit services. It is understood by the parties that TCDD currently contracts separately for Internal Audit Services to ensure compliance with State requirements. Should TCDD determine not to continue to separately acquire such services, it promptly will notify TEA and the parties will mutually agree on the provision of such services by or through TEA, as may be necessary.
- C. TCDD will provide updated designations of TCDD personnel with approval authority for various TCDD financial and personnel actions, which personnel shall correspond, as closely as possible, with the equivalent positions and authority of TEA employees.

IX. Compensation for Administrative Services

TCDD agrees to reimburse TEA for the administrative services provided under this MOU consistent with provisions of the DD Act. TCDD will reimburse TEA not more than \$50,000 each fiscal year for basic services of accounting, budget, purchasing and HR services provided that TEA provides at least an equal share from non-federal resources as state match through the application of the indirect cost rate. Information technology support (as noted in Section V.B.) and all other services provided to TCDD by TEA will be reimbursed by TCDD to the extent allowed by state and federal law. TEA will provide TCDD documentation of the cost and allocation method for those services.

X. General Provisions

Dispute Resolution: Disputes concerning implementation of this MOU between TCDD and TEA must first be resolved at the staff level if possible. If either party determines that the dispute cannot be resolved at the executive staff level, TCDD and TEA agree to pursue resolution through the use of mediation pursuant to the Government Dispute Resolution Act, Chapter 2009 of the Texas Government Code as applicable.

XI. Term of Agreement

This MOU shall commence on September 1, 2017, and shall terminate on August 31, 2018. This MOU will be reviewed annually by the parties and will be renewed for additional (1) year periods to commence at the beginning of each fiscal year. This MOU may be expanded, modified, or amended at any time upon the mutual written agreement of TCDD and TEA.

This agreement may be terminated by mutual agreement of both parties. Either party may terminate the agreement by giving the other party written notice of its intent to terminate. Written notice may be sent by any written method which provides verification of receipt, and the 30 days will be calculated from the date of receipt. Such actions, however, do not alone affect the status of the Governor's designation of TEA as the TCDD designated state agency pursuant to provisions of the DD Act. In the event any provision of this agreement becomes unenforceable or void, such will not invalidate any other provision of this agreement.

THE UNDERSIGNED PARTICIPATING PARTIES do hereby certify that (1) the services specified above are necessary and essential for activities that are properly within the statutory functions and programs of the effected agencies of State Government, (2) the proposed arrangements serve the interest of efficient and economical administration of the State Government, and (3) the services, supplies, or materials in this MOU are not required by Section 21 of Article 16 of the Constitution of Texas to be supplied under Contract given to the lowest responsible bidder.

TCDD further certifies that it has the authority to receive the above services by authority granted in: **Executive Order RP-37.**

TEA further certifies that it has authority to perform the above services by authority granted in: **Executive Order RP-37.**

Texas Council for Developmental Disabilities

By:

Mary Durham

TCDD Chair

Date:

Texas Education Agency

By:

Kara Belew

Deputy Commissioner for Finance

Date:

August 2017

Background:

During the Committee of the Whole, TCDD staff will provide a presentation regarding the 85th Texas Legislative Session. Presentation topics include:

- **The 85th Texas Legislature’s Final Budget Decisions** — TCDD staff have provided a detailed summary of the legislature’s final budget decisions and their impact on disability-related services and supports behind this tab.
- **Legislative Outcomes** — TCDD staff provided bill tracking lists that detail the outcomes (passed or did not pass) of TCDD’s priority bills. Bill lists for the following subjects are linked below:
 - [Community Living](#)
 - [State Supported Living Centers \(SSLCs\)](#)
 - [Education](#)
 - [Employment](#)
 - [Guardianship](#)
 - [Healthcare](#)
 - [Housing](#)
 - [Mental Health](#)
 - [Transportation](#)
 - [Voting](#)
 - [Miscellaneous](#)

Committee of the Whole — Agenda Item 3**Expected Action:**

The Committee will discuss the subject and may consider next steps.

Background:

Highlights of the three recently completed TCDD Health and Fitness projects are included for your reference. During the Committee of the Whole, a panel discussion of these projects will take place and members can consider next steps for systems change around health and fitness.

Committee of the Whole — Agenda Item 4

Expected Action:

The Committee will discuss the subject and may consider next steps.



Health and Fitness Projects

In 2011, the Texas Council for Developmental Disabilities (TCDD) issued a Request for Proposals (RFP) for projects to demonstrate how appropriate supports may help people with developmental disabilities to participate in exercise and nutrition programs. Grantees were expected to demonstrate how to: 1) Provide individualized, inclusive recreational fitness programs to people with developmental disabilities to assist them to reach their goals in fitness, recreation, and overall wellness and 2) Provide training and/or technical assistance to enable service clubs and volunteer organizations to, if necessary, alter their culture and activities to support full and equal participation by people with developmental disabilities in a way that will promote participation in recreational programs based on interest and goals.

A total of three projects were selected for funds, all with unique approaches. The three selected organizations included Any Baby Can of San Antonio, Inc.; the Texas Statewide Independent Living Council based in Austin; and the Epilepsy Foundation in Houston.



Any Body Can — Any Baby Can of San Antonio, Inc.

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Any Baby Can of San Antonio, Inc. developed a project, “Any Body Can,” that was centered on children and families. Any Body Can promotes health, physical fitness and inclusion of children and youth with developmental disabilities through recreational and fitness activities. The program features an eight-month curriculum with progress documented via pre- and post-program surveys. The curriculum, developed prior to program inception, has been certified by the National Strength and Conditioning Association, which allows Any Body Can staff to train YMCA and San Antonio Parks and Recreation staff on working with individuals with developmental disabilities. Over 5 years, the project helped



support and educate over 250 clients, held 10 community summer projects, and hosted over 35 group exercise classes. The project also provided professional training through certified continuing education courses (CEC) focusing on adapted fitness.

Participating families receive weekly consultations with a Registered Dietician, Physical Therapist, and adapted physical educators who help create a health and fitness plan. Families also have access to community fitness facilities. The program is conducted in four phases - Jump Start, Exploration, Inclusion, and Self-Training — that guide families through the process of incorporating physical fitness and healthy eating into their lives.

Grantee Information: bit.ly/abcsahealth

Project Website: bit.ly/abcsahealthservices



Get FIT Texas — Epilepsy Foundation

The Epilepsy Foundation of Texas adapted an existing program called Get FIT (Fitness, Integration, and Training) New Jersey into a project they call “Get FIT Texas.” A comprehensive, 12-week health and wellness program to improve physical fitness, nutrition, and healthy lifestyles of adults with DD and epilepsy and their caregivers. The program starts with an individualized Get FIT plan of action with “at home

activities.” First year total enrollment was 88, which was expanded to 200 by the end of the second year, and 250 by the middle of the third year. The project started expanded into schools in the third year, with a small program in the CyFair schools district near Houston. Year four introduced preventative health testing including: blood lipids, glucose, and blood pressure. In Year 5, the project served roughly 400 participants spread across Houston, Dallas, San Antonio, Austin, Lubbock and surrounding areas.



Over the past 5 years in total, Get FIT has helped over 1,250 people with disabilities get more active and live a healthier lifestyle, improving key markers for disease prevention. Provided services included: health coaching, group fitness, 1-on-1 fitness, yoga, water aerobics, nutrition education and preventative health screening. Grant participants were monitored and showed improvements in fitness measures (chair squat, plank, sit and reach), body composition measures, quality of life scores, and health screen tests. The project is exploring the possibility of becoming a Medicaid provider, enabling participants to bill through the state Medicaid.

Grantee Information: bit.ly/eftxgetfit

Project Website: eftx.org/programs/get-fit/



Getting Fit to Live, Work, and Play — Statewide Independent Living Council

The Texas Statewide Independent Living Council’s project, “Getting Fit to Live, Work, and Play,” has a three-tiered approach to developing programs that improve health. The first tier focuses on increasing the availability of and access to fitness programs for people with disabilities. The second tier connects

people with disabilities to established health programs in pilot areas. With help from trained professionals, project participants develop and execute fitness plans to help them reach self-defined goals. The final tier focuses on increasing awareness of the importance of health and fitness programs.

Throughout the five years of the project, the project has served over 800 participants with programming offered at Brazos Valley Center for Independent Living (BVCIL) in College Station, LIFE/RUN CIL in Lubbock, Volar CIL in El Paso, Mounting Horizons CIL in Houston, and Valley Association for Independent Living (VAIL). The 5 sites have adopted different models that represent the needs of their communities, but all programs serve the ultimate goal of promoting health, increasing access to fitness activities, and bringing awareness.



Grantee Information: bit.ly/txsilcgettingfit

Project Website: txsilc.org/page_healthandfitness.html



TEXAS COUNCIL *for*
DEVELOPMENTAL
DISABILITIES



Visit tcdd.texas.gov for more information

How Medicaid Works

Tab 14

Background:

TCDD staff will provide a presentation and materials regarding how Medicaid works.

Medicaid topics to be covered include:

- Who Gets Medicaid
- Who Pays for Medicaid
- Types of Medicaid Programs
- Potential Changes

Committee of the Whole — Agenda Item 5

Expected Action:

The Committee will discuss the subject and may consider next steps.

Texas Managed Care Programs

Most Texans who have Medicaid get their services through the State of Texas Access Reform (STAR) managed care programs. There are five types of managed care programs in Texas: STAR+PLUS (acute only), STAR+PLUS (with LTSS waiver), STAR Health, STAR, and STAR Kids. The type of coverage a person gets depends on where the person lives and what needs the person has. The STAR Medicaid managed care programs are detailed below:

- **STAR+PLUS (acute only)** serves people who have disabilities who do not also have Medicare.
- **STAR+PLUS (with LTSS waiver)** serves people who have disabilities or are age 65 or older who also qualify for Medicare.
- **STAR Health** serves children in foster care, kinship care, or in conservatorship, and some young adults formerly in foster care.
- **STAR** serves primarily low-income pregnant women and children.
- **STAR Kids** is the new Medicaid program for children and adults 20 or younger who have SSI.

Published July 2016

Project Development Committee Meeting Minutes

Tab 15

Background:

Minutes of the May 4, 2017, Project Development Committee meeting are included for your review.

Project Development Committee — Agenda Item 3

Expected Action:

The Committee will review, revise as appropriate, and approve.

PROJECT DEVELOPMENT COMMITTEE MEETING May 4, 2017 — DRAFT MINUTES

Committee Members Present

Gladys Cortez, Chair
Paula Brunson, TWC
Mary Durham, Council Chair
Ivy Goldstein, DSHS
Scott McAvoy
John Thomas
Rick Tisch

Committee Members Absent

Kimberly Blackmon
Mateo Delgado
Rachel Jew, DSHS
Jennifer Kaut, TWC
Dana Perry
Ron Roberts, TEA
David Taylor

Staff Present

Beth Stalvey, Executive
Director
Martha Cant
Joanna Cordry
Cynthia Ellison
Danny Fikac
Radames Fuentes
Fernando Rodriguez
Joshua Ryf

Call To Order

The Project Development Committee met on Thursday, May 4, 2017, at the Sheraton Georgetown Texas Hotel and Conference Center, 1101 Woodlawn Avenue, Georgetown, Texas 78628. Chair Gladys Cortez called the meeting to order at 2:00 PM. A quorum was present.

1. **Introductions**

Committee members, staff and guests were introduced.

2. **Public Comments**

No public comments were offered.

3. **Consideration of Minutes**

The Committee reviewed minutes of the February 10, 2017, Project Development Committee meeting. No additions or corrections were noted.

MOTION: To approve the minutes of the February 10, 2017, Project Development Committee.

MADE BY: Mary Durham

SECOND: John Thomas

The motion **passed** unanimously

4. **Chair's Remarks**

Chair Cortez announced member absences of Kimberly Blackmon, Mateo Delgado, Dana Perry, Ron Roberts, and David Taylor. Chair Cortez noted that neither Jennifer Kaut nor Sara Kendall from Texas Workforce Commission (TWC) were available for this meeting. Paula Brunson is attending as a representative from TWC although she is not a voting member.

Chair Cortez reported that she and her mother attended the National Down Syndrome Society (NDSS) Buddy Walk on Washington Advocacy Conference in early April in Washington, D.C., and participated in several congressional visits. Cortez met with Congressman Vicente Gonzalez who represents her district and noted that he indicated an interest in becoming involved with the Down Syndrome Task Force.

Chair Cortez also reported that on April 7, 2017, Project HIRE held an end of grant event at the Education Service Center Region 1 offices. Cortez offered remarks on behalf of TCDD in Spanish. There were approximately 150 attendees including students from previous classes. Council Chair Mary Durham, Executive Director Beth Stalvey and Grants Management Specialist Wendy Jones were also in attendance.

5. Member Updates

Council member John Thomas reported that the Joseph Thomas Foundation held a triathlon consisting of skee ball, bowling, and miniature golf. The event raised money for medically fragile children.

Texas Department of State Health Services (DSHS) representative Ivy Goldstein reported that DSHS, in partnership with Texas Parent to Parent, is developing a website entitled “Collective Wisdom.” This website will create feature profiles of individuals with disabilities in their volunteer and/or employment positions with the intent of sharing innovative ideas that can be replicated. Texas Parent to Parent plans to expand the Collective Wisdom content to include postsecondary education, housing, and personal networks.

Paula Brunson reported that TWC is working with Microsoft to replicate a program in its Washington State location that employs people with disabilities in its Irving, TX location.

Council member Scott McAvoy informed the Committee that Marbridge Foundation hosted their 5th Annual Symposium: The CoAct Project, at the end of April 2017. Approximately 100 people from 22 states were in attendance. Ron Susskind, the writer of “Life, Animated: A Story of Sidekicks, Heroes, and Autism” presented at the conference. Susskind announced that he has developed an app for children with autism in collaboration with Disney. The app, called “Sidekicks,” turns real life situations into Disney characters and situations and is expected to be released in May 2017. McAvoy plans to attend the TrainUp National Leadership Training course in Houston.

6. Disproportionalities and Disparities Discussion

Planning Director Joanna Cordry discussed a handout on Disconnected Youth. Measure of America of the Social Research Council defines “disconnected youth” as individuals between the ages of 16 to 24 who are neither in school nor working. TWC representative Brunson informed the Committee that TWC is working with local workforce boards to provide pre-employment transitional services to youth/students with disabilities. TWC is

developing a “Summer Earn and Learn” program in partnership with local business to match individuals and employers. The participants obtain work experience and the employers see that people with disabilities can and do a great job.

A TCDD project to develop an app to help navigate employment benefits was suggested, but it was noted that TCDD is currently funding the National Disability Institute (NDI) with a grant that focuses on understanding employment options and supports.

Members discussed other barriers to education and employment such as limited English proficiency and reading ability.

7. Staff Reports

A. Status of New/Approved Projects

Grants Management Director Cynthia Ellison reported that no new projects started this quarter. The Youth Leadership projects, which were approved at the February Executive Committee meeting, are expected to begin during next quarter.

B. Projected Available Funds

Operations Director Martha Cantu reported that TCDD funds for FY 2016 in the amount of \$270,000 are still available for assignment. Additional funds for FY 2017 in the amount of \$80,000 are also still available for assignment.

C. Other Updates

Planning Director Cordry and Executive Assistant Koren Vogel will attend the Leadership Institute for Cultural Diversity and Linguistic Competence 2017 Leadership Academy in Santa Fe, New Mexico in June of 2017. Cordry will be representing the National Association of Councils on Developmental Disabilities. Vogel will represent TCDD as a part of the Developmental Disabilities Network Partners. Participation in this program is an intensive four-day training with follow-up and mentoring opportunities.

Cordry reported that Texas Sibling Network and the TCDD Policy Fellows Request for Proposals have been posted.

8. Future Activities for State Plan Implementation

State Plan Projects List

The Committee discussed the list of projects that must be developed to address goals and objectives in the FY 2017 – FY 2021 State Plan, and Planning Director Cordry provided the status of those projects. Cordry is seeking ideas for activities to meet the required Objective 3.3 “Collaborate with at least one statewide self-advocacy network to increase their capacity to pursue their mission.” In addition, the Council must develop new activities to satisfy Objective 3.4 “Support self-advocates and family members to participate in cross-disability, culturally diverse leadership coalitions.”

Committee members discussed options to address State Plan Objective 1.10 “Pilot at least

one practice that supports organizations, agencies, groups, or individuals that provide services to the general public to fully include and be responsive to the needs of people with developmental disabilities.” It was suggested that collaboration with organizations that conduct training projects, such as HEB or the Central Texas Food Bank, would meet this objective. Members also discussed the potential for an education project in South Texas or other underserved geographic area.

Executive Summaries

1. Local Leadership Development and Advocacy Training Project

Planning Director Cordry presented the Local Leadership Development and Advocacy Training Project Executive Summary which would fund an organization to develop and provide training in the following areas:

- a. History and philosophy of the disability rights movement;
- b. Principles of self-determination;
- c. Strategies to find and access necessary services and supports;
- d. Activities to develop self-advocacy skills; and
- e. Activities to promote interaction between participants and peer support.

There would be no minimum number of participants that would be served; the number would be flexible and relative to the area in which the project is implemented. Committee members suggested staff include language in the Request for Proposals (RFP) to reflect the population of the rural area. Committee members would like to see applicants provide a justification for the participants based on population density.

MOTION: To recommend Council approval of funding of up to \$75,000 per year, for up to five years, for one Local Leadership and Advocacy Training project to be implemented by a local self-advocacy organization, to include the possibility of receiving additional funds up to \$25,000 to provide reasonable accommodations to Project Directors or Project Coordinators who have a developmental disability if they are necessary and exceed the amount the group can afford.

MADE BY: Scott McAvoy

SECOND: Rick Tisch

The motion **passed** unanimously.

2. Texas Developmental Disabilities Network Project: Impact of Medicaid Services and Supports

Planning Director Cordry presented Texas Developmental Disabilities Network Project: Impact of Medicaid Services and Supports. This would be a collaborative project to gather personal stories from individuals with developmental disabilities and family members about how Medicaid services support them in their daily lives. This is

an emerging need due to proposed changes to Medicaid at the federal level that may negatively impact the services people receive. TCDD's State Plan currently includes Objective 2.2, which states, "Collaborate with the DD Network Partners to promote the use of person-centered practices and educate people with developmental disabilities and their families about, and increase the use of, alternatives to guardianship by 9/30/2021." Should this Executive Summary be approved, the language in the Objective would be changed to reflect this project.

The Executive Summary recommends a one year project. Funding would not exceed \$50,000 for outreach, communication materials, staff time and travel expenses. Committee members discussed this project and agreed that it should be done as quickly as possible.

MOTION: To recommend Council approval of up to \$50,000 for one year, to support the Texas DD Network Partners to gather personal stories from individuals with developmental disabilities and family members about the ways in which they have been impacted by Medicaid.

MADE BY: Scott McAvoy

SECOND: Mary Durham

The motion **passed** unanimously.

9. **Future Project Funding Priorities**

The Committee reviewed and discussed the current list of projects that have been approved for funding. The Future Funding Priorities list was updated and reorganized as listed below:

1. TCDD Network Partners: Impact of Medicaid Services and Support
2. Local Leadership Development and Advocacy Training
3. Peer Support Specialists for Person Directed Planning
4. Support for Student Research-Related Expenses on Disability-Related Topics
5. Alternatives to Guardianship and Supported Decision Making DD Network Project

MOTION: To recommend Council approval of the Future Project Funding Priorities list with the addition of the projects in the following order: (1) TCDD Network Partners: Impact of Medicaid Services and Support, (2) Local Leadership Development and Advocacy Training; (3) Peer Support Specialists for Person Directed Planning; (4) Support for Student Research-Related Expenses on Disability-Related topics; (5) Alternatives to Guardianship and Supported Decision Making DD Network Project.

MADE BY: Mary Durham

SECOND: Scott McAvoy

The motion **passed** unanimously.

10. Other Discussion Items

Planning Director Cordry briefly presented slides related to TCDD's Health and Fitness projects that recently ended. Additional discussion will be conducted at the August 2017 PDC meeting.

Adjourn

There being no further business, Chair Cortez adjourned the meeting at 4:03 PM.

Beth Stalvey, Secretary to the Council

Background:

The Project Development Committee will discuss project ideas to implement the current TCDD State Plan. The enclosed documents provide information to assist with that discussion.

- **State Plan Projects List** — The FY 2017 – FY 2021 State Plan requires specific projects to be implemented. This list includes projects that must be developed to address goals and objectives in the plan and provides the status of projects already addressed. Changes made since the last meeting are highlighted in yellow.
- **Idea Discussion Guide** – The Committee may use this list of questions for discussion when considering a new project idea or additional actions the Council might wish to take to maximize the impact of completed projects.
- **Executive Summaries** — TCDD staff prepared executive summaries for the following proposed projects that meet state plan requirements:
 1. **Leadership Development and Advocacy Training Projects: Rural Areas**
 2. **Peer Support Specialists for Individuals Living in Institutions**

The Committee will also discuss the outcomes of the recently completed Health and Fitness Projects. A summary of those projects is included behind TAB 13 to assist with that discussion.

Project Development Committee — Agenda Item 8**Expected Action:**

The Project Development Committee will consider the Executive Summaries and may recommend Council approval for funding.

Council — Agenda Item 9. C-D.**Expected Action:**

The Council will consider recommendations from the Project Development Committee.

State Plan Projects List Report August 2017

The following tables list State Plan Objectives for which projects must be implemented.

Projects Currently in Development

Objective number	Objective	Status
1.3	Develop at least five new programs that successfully support individuals with developmental disabilities to be included in post-secondary education.	Three almost completed; a project to create at least two more programs new programs has started.
2.1 Activity 6	Explore development of a Home and Community based services peer support program.	Developmental Disabilities Community Peer Support Specialists RFP was posted 6/30/17.
2.2	Collaborate with the Texas DD Network Partners to educate people about and increase the use of alternatives to guardianship.	Disability Rights Texas implementing one project. DD Network Partners considering possible expansion if needed. An additional Network project to gather stories about the impact of Medicaid Services and Supports has started.
3.1 Activity 4	Develop a plan and timeline to create a sibling network.	TCDD Executive Committee reviewing proposals 8/2/17.
3.1 Activity 5	Provide policy fellowships to train at least two people.	One Fellow funded in FY17. TCDD Executive Committee reviewing additional proposals 8/2/17.
3.1 Activity 6	Support the participation of people living in rural areas and people who self-identify as having a racial or ethnic minority background in TCDD leadership and advocacy projects.	Four projects address racial/ethnic and/or linguistic diversity. Executive Summary for project(s) in rural areas prepared for review 8/3/17.

Objective number	Objective	Status
3.2 Activity 2	Support people with developmental disabilities to provide mentoring and/or leadership development and advocacy skills training programs to people with developmental disabilities living in institutions.	Peer Support Specialists for Individuals in Institutions Executive Summary prepared for review 8/3/17.
3.2	Support people with developmental disabilities to provide leadership development and advocacy training. (required objective)	Grassroots Community Organizing project will be active until 2018. Local Self-Advocates Leadership Development and Advocacy Training RFP was posted 6/30/17.

Objectives Required to be Implemented Each Year

Objective number	Objective	Status
3.2	Support people with developmental disabilities to provide leadership development and advocacy training. (required objective)	Grassroots Community Organizing project in progress until 2018. Local Self-Advocates Leadership Development and Advocacy Training RFP posted 6/30/17.
3.3	Collaborate with at least one statewide self-advocacy network to increase their capacity to pursue their mission. (required objective)	Staff continue to collaborate with and provide support to Texas Advocates. Additional activities to increase their capacity to be considered.
3.4	Support self-advocates and family members to participate in cross-disability, culturally diverse leadership coalitions. (required objective)	Offer stipends to participate in statewide workgroups (through FY19). Project Development Committee suggested holding community conversations to explore ideas.

Objectives that must be Implemented by Fiscal Year 2021

Objective number	Objective	Status
1.2	Create training and information for people who have developmental disabilities and families on financial literacy, SSI/SSDI and benefits.	One project in progress; one to be developed (TBD).
1.4	Pilot at least one model that provides community-based, person-centered activities for people who are not employed and not in school.	Staff researching and working with stakeholders; not necessary to implement in FY17.
1.6	Pilot at least one program to provide community-based person-centered supports for people with complex medical and/or behavioral health needs, including mental health needs.	
1.8	Implement at least three projects to address specific needs of individuals with developmental disabilities who identify with a specific minority culture(s).	Two in progress. Outreach and Development RFP ongoing. Project Development Committee interested in exploring issues of high percentage of disconnected youth in McAllen, which is 91.2% Hispanic/Latino.
1.9	Pilot at least one practice to address the needs of people with developmental disabilities who are aging and their caregivers. Discussion to begin on 8/3/2017.	
1.10	Pilot at least one practice that supports organizations that serve the public to improve how they include and are responsive to the needs of people with developmental disabilities.	no data

Objective number	Objective	Status
2.2	Collaborate with the DD Network Partners to promote the use of person-centered practices.	
2.3	Collaborate with at least three community-based organizations to reduce linguistic and cultural barriers experienced by individuals who are Spanish-speaking.	Possibly a staff activity — Issue identified is Special Education Disparities experienced by students with disabilities who are Spanish-speaking.

Texas Council for Developmental Disabilities

FY 2017–2021 Five-Year State Plan Goals and Objectives

Goal 1:

Create and support promising practices that enable people with developmental disabilities to be fully included in their communities and to have control over their own lives by 9/30/2021.

Objective 1.1: Demonstrate at least three models that support people with disabilities to have employment of their choice by 9/31/2018.

- Texas Tech — Project SEARCH
- Educational Programs Inspiring Communities/HEART — Enabling Technology (Inventory Tracking System)
- Strategic Education Solutions — Enabling Technology (Web-based virtual job coach application)

Objective 1.2: Implement two programs to provide training and information to people who have developmental disabilities and their families on financial literacy, SSI/SSDI and health benefits by 1/1/2021.

- National Disability Institute (NDI) — Understanding Employment Options and Supports
- TBD — not necessary to be implemented in Year 1

Objective 1.3: Develop at least five new programs that demonstrate success at supporting individuals with developmental disabilities to be more fully included in post-secondary education by 5/31/2021.

- Texas Tech — Project CASE
- Texas A&M — Bridge to Career in Human Service
- DARS — Project HIRE
- Higher Education Collaborative — Texas A&M
- TBD

Objective 1.4: Pilot at least one new model that provides community-based person-centered activities for people with developmental disabilities who are not employed and not in school by 9/30/2021.

- TBD — not necessary to be implemented in Year 1

Objective 1.5: Demonstrate at least three new models that support individuals with disabilities to improve or maintain their health by 3/31/2018.

- Any Baby Can — Any Body Can
- Epilepsy Foundation — Get FIT Texas
- Statewide Independent Living Council — Getting Fit to Live, Work, and Play

Objective 1.6: Pilot at least one new community-based person-centered practice that ensures that people with complex medical and/or behavioral health needs, including mental health needs, receive appropriate and timely services by 9/30/2021.

- TBD — not necessary to be implemented in Year 1

Objective 1.7: Each year of the plan, provide support to stakeholders to participate in transportation planning activities that increase mobility and availability of accessible transportation.

- Statewide Independent Living Council — Transportation Works

Objective 1.8: Implement at least three projects that address specific needs of individuals with developmental disabilities who identify with a specific minority culture(s) by 9/30/2021.

- Light and Salt Association — Culturally Appropriate Family Supports
- Reaching Families Advocacy and Support Group — Culturally Appropriate Family Supports
- Outreach and Development (Grantees TBD)

Objective 1.9: Pilot at least one practice that addresses the needs of individuals with developmental disabilities who are aging, and their caregivers by 9/30/2021.

- TBD

Objective 1.10: Pilot at least one practice that supports organizations, agencies, groups, or individuals that provide services to the general public to fully include and be responsive to the needs of people with developmental disabilities by 9/30/2021.

- TBD

Goal 2:

Improve and/or expand community-based systems to better support people with developmental disabilities or families of children with developmental disabilities to be fully included in their communities by 9/30/2021.

Objective 2.1: Each year of the plan, promote systems that will sustain the policies and programs that demonstrate success in supporting people with developmental disabilities or families of people with developmental disabilities to be fully included in their communities.

- Volar Center for Independent Living — Building Community Capacity through Collaboration
- Community Healthcore — Building Community Capacity through Collaboration

Objective 2.2: Collaborate with the Texas Developmental Disabilities Network Partners (the Center on Disability and Development at Texas A&M University, the Texas Center for Disability Studies at The University of Texas at Austin, and Disability Rights Texas) to promote person-centered practices and educate people with developmental disabilities and their families about, and increase the use of, alternatives to guardianship by 9/30/2021.

- Alternatives to Guardianship training project
- Impact of Medicaid Services and Supports DD Network Project (objective will be edited to include this activity)

Objective 2.3: Collaborate with at least three community-based organizations to reduce linguistic and cultural barriers that prevent individuals who are Spanish — speaking from receiving services by 9/30/2021.

- TBD – not necessary to be implemented in Year 1

Objective 2.4: Each year of the plan, advocate for legislative/policy change to improve educational outcomes and remove barriers to full-time or part-time employment for people with developmental disabilities.

- Region 17 Education Service Center — Families in Schools

Goal 3:

Increase the access that individuals with developmental disabilities and families of individuals with developmental disabilities have to information, training, and support to advocate for themselves and/or to collaborate with allies to impact public policy, service systems, and community supports.

Objective 3.1: Support at least nine leadership development and advocacy skills training programs for people with disabilities, family members of people with disabilities, and allies by 9/30/2021.

- SAFE — Youth Leadership
- Mounting Horizons — Youth Leadership
- Educational Programs Inspiring Communities — Youth Leadership
- Family to Family — Leadership Development and Advocacy Training
- Paso Del Norte Children's Center — Leadership Development and Advocacy Training
- Easter Seals Central Texas — Leadership Development and Advocacy Training

- Leadership Development and Advocacy Training — Self Advocates (grantee TBD)
- Partners in Policymaking (Johnson Applied Solutions)
- Support for people underserved or unserved — Leadership Development and Advocacy Training (grantees and activities TBD)
- Sibling Network
- TCDD Policy Fellowships — EveryChild, Inc

Objective 3.2: Support people with developmental disabilities to provide leadership development and advocacy skills training programs to people with developmental disabilities each year.

- Texas Advocates — Grassroots Community Organizing
- Self-Advocates as Mentors/Trainers to People in Institutions (grantee(s) TBD)
- Peer Support Specialist (grantee TBD)

Objective 3.3: Collaborate with at least one statewide self-advocacy organization run by people with developmental disabilities to create opportunities to increase their ability to strengthen their organization and pursue their mission by 9/30/2021.

- TBD
- Public Policy activities

Objective 3.4: Support self-advocates and family members to participate in cross-disability, culturally diverse leadership coalitions each year.

- Center for Disability Studies — Stipends to support self-advocates and family members on boards and committees

Goal 4:

Ensure there is ongoing support and technical assistance for the Council to identify and engage in issues according to the Council's priorities and mission.

Objective 4.1: Each year of the plan, provide written and/or verbal public policy input on behalf of TCDD regarding issues that impact the lives of people with developmental disabilities and their families.

Objective 4.2: Each year of the plan, organize and conduct communications activities to increase connections to organizations and individuals.

Objective 4.3: Each year of the plan, evaluate and/or address opportunities to develop or incorporate new promising practices that would improve TCDD's ability to achieve the Council's mission.

Project Development Committee — Idea Discussion Guide

Questions to be considered when discussing a new project idea:

1. What is the issue or gap in the system that needs to be addressed?
2. What group or groups of people with disabilities would benefit from addressing this issue?
 - A. Consider: Geographic area(s); age(s); disability type(s); race/ethnicity; people who speak different languages; income; education
3. What state plan objective does this address?
4. What public policy priority does this address?
5. How has this issue been addressed to date?
 - A. Previous or current TCDD Grant?
 - B. Effort from other organization or state agency? Who?
 - C. What was the result?
 - D. How have other states addressed this?
6. How would TCDD build on current and/or previous efforts? (Describe specific activities)
 - A. Advocacy — Telling others about issues, needs, and possible solutions.
 - B. Capacity Building — Helping communities and other groups build their resources.
 - C. Systems Change — Changing the way government programs, state agencies, and other organizations do business every day to improve support for people with disabilities.
7. Who is ultimately responsible for this issue in our system long term?
 - A. Individuals with DD, Families, Service Providers, Community organizations, State agencies, leaders/policy makers.
8. What disparity or disproportionalities exist related to this project?
9. Is addressing this issue feasible?

Funding Proposal Executive Summary

Peer Support Specialists for Individuals Living in Institutions

Project Goal

Three projects will develop and pilot peer supports and training programs for individuals who live in institutions — state supported living centers (SSLCs), nursing homes, or intermediate care facilities (ICF-DD) settings — so they understand their rights, learn about opportunities available in communities, and can lead or actively participate in their own person centered planning process.

Relationship to TCDD State Plan Goals

Goal 3 Increase the access that individuals with developmental disabilities and families of individuals with developmental disabilities have to information, training, and support to advocate for themselves and/or to collaborate with allies to impact public policy, service systems, and community supports.

Objective 3.2. Support people with developmental disabilities to provide leadership development and advocacy skills training programs to people with developmental disabilities each year by 9/30/2021.

Funding and Duration

TCDD will fund up to 3 projects at \$125,000 each year for up to five years.

Background

Residents of institutions report a decrease in receiving information about their individual rights. The Office of Independent Ombudsman (OIO) noted in a 2015 report only 46 percent of residents could identify their rights.

People living in institutions often lack the skills needed to actively participate in the development of their own personal plan. In addition, they may not envision all the opportunities available to them if others typically make decisions for them. Peer support models have been used to great success in the behavioral health community. Peer Support Specialists who have developmental disabilities can help residents with developmental disabilities to build skills for person centered planning, explore opportunities, and identify possible barriers to achieving their goals.

People with developmental disabilities who are living independently in the community - especially those who once lived in an institution — may be best positioned to assist their peers currently living in an institution. A peer can listen and provide encouragement, guidance, teaching, suggestions, and a bridge to exploring personal interests, including those available only in the community.

TCDD provided funding from 3/1/12 — 2/28/15 for Project SAVE, which provided training and information to individuals with developmental disabilities, including State Supported

Living Center (SSLC) residents. States such as Michigan and Virginia established similar programs for persons in community based settings. In addition to TCDD, others have expressed interest in this type of project:

- The SAVE advisory committee, which included former residents and the Human Rights Coordinator for the SSLC division of the Health and Human Services Commission, supported the development of another project to build on their success.
- Community organizations have developed proposals to fund self-advocates to work with individuals with developmental disabilities living in nursing homes.
- The Medicaid/CHIP Division of the Texas Health and Human Services Commission (HHSC) has expressed interest in promoting peer supports and partnering in the development and implementation of a training program developed through this project.

Thus far, TCDD has identified no other funding to develop and sustain the type of project described above, although it appears it might be possible in the future. Legislation was proposed in the 85th Texas Legislature (R) directing the Health and Human Services Commission (HHSC) and the OIO for SSLCs to establish a peer support program, such as that existing in the mental health service system, for residents of institutions for people with developmental disabilities. The legislation did not pass. Having data from a demonstration and model(s) would help support and direct funding for this type of program statewide in the future.

Definitions

Peer Support Specialists are individuals who:

- have a developmental disability;
- live and are active in the community; and
- have skills to provide training and supports to peers.

Peer Support Specialists must demonstrate respect the individual's culture, beliefs and preferences, even if that individual makes choices they might not make.

Coaches are individuals who may or may not have a developmental disability who will provide support, information, and direct assistance to the Peer Support Specialists to develop specific action plans to make sure the peer's plan is implemented. TCDD will also expect Coaches to respect an individual's culture, beliefs, and preferences.

Project Description

Over the five years this project is funded, the grantee will:

- Research and incorporate useful ideas from similar projects.
- Build relationships with residents, legally authorized representatives, the OIO and other state agency program staff.
- Conduct outreach to identify a diverse group of individuals with developmental disabilities to work as Peer Support Specialists.
- Hold listening sessions to capture stories and lessons learned.

- Develop a training curriculum for Peer Support Specialists and Coaches. The training must include, at a minimum:
 - Mentoring skills;
 - Resident rights;
 - Formal and informal services and supports that foster self-determination and independence;
 - Person-centered thinking; and
 - Person-centered planning.
- Develop job descriptions for Peer Support Specialists and their coaches.
- Train at least 25 people with developmental disabilities to provide peer supports.
- Ensure Peer Support Specialists are paid and ensure they have needed supports in place.
- Identify and train coaches.
- Pilot the program.
- Provide training to individuals with developmental disabilities living in institutions.
- Support each Peer Support Specialist to assist at least ten individuals with developmental disabilities to understand opportunities and supports and to incorporate their preferences in their person-centered plan.
- Evaluate the project and use the information gained to improve the training.
- Develop a plan to include peer supports in the policies and procedures associated with administration of current programs.
- Prepare a training manual and share the information with statewide audiences.
- Consult with TCDD, HHSC, on program design, implementation, and policies and procedures as needed.

Other Considerations

The training developed through this project will not duplicate the work of Texas' Institute for Person-Centered Practices. However, TCDD expects the philosophy behind the training to be consistent with Person-Centered Practices and recommends that the grantee collaborate with the Institute.

TCDD will work with the Medicaid/CHIP Division of HHSC to determine if a certification is desirable.

Funding Proposal Executive Summary

Leadership Development and Advocacy Training Projects: Rural Areas

Background

TCDD includes multiple objectives in its 2017-2021 State Plan to provide leadership development and advocacy skills training to support individuals in creating systems change. TCDD strives to assist with the development of leaders and advocates statewide and include diverse individuals in multiple locations around the state. There is an ongoing need to develop programs located in rural areas, and in areas with a high percentage of people living in poverty. Advocacy training programs are also needed that can recruit and provide culturally appropriate training to people who are African American, Latino, Native American, or Asian. Currently, there are no TCDD funded leadership development projects in the designated rural areas of Texas.

State Plan Goal

Goal 3: Increase the access that individuals with developmental disabilities and families of individuals with developmental disabilities have to information, training, and support to advocate for themselves and/or to collaborate with allies to impact public policy, service systems and community supports.

Objective 3.1: Support at least nine leadership development and advocacy skills training programs for people with disabilities, family members of people with disabilities and allies by 9/30/21.

The following organizations were each awarded \$75,000 per year, for up to five years, to provide leadership development and advocacy training; they are completing their second year:

- Easter Seals Central Texas (individuals with developmental disabilities)
- Family to Family (individuals with developmental disabilities, family members and community members)
- Paso Del Norte Children's Development Center (individuals with developmental disabilities and family members)

A Request for Proposals for a fourth Leadership Development and Advocacy project has been posted to fund a local self-advocacy group to implement a leadership and advocacy training.

Additionally, three Youth Leadership projects have been approved for funding and will begin in the summer of 2017:

- Educational Programs Inspiring Communities, Inc. (ages 16-22; also employment-related)
- Mounting Horizons (ages 14-22)
- SAFE Alliance (18-22; also incorporates training to develop meaningful relationships)

Multiple projects enable TCDD to include advocates of all ages, geographic locations, and diverse groups.

Expected Outcome

Groups or organizations in rural areas of the state will provide leadership development and advocacy skills training for at least 50 people each year, on average, and document that:

- at least 80% of trainees demonstrate perceived improvement in their knowledge and ability to advocate for themselves and others; and
- at least 10% of trainees have continued involvement in leadership roles or public advocacy after the end of the project.

Project Description

Up to 3 projects will provide leadership development and advocacy skills training using TCDD approved curriculum. Project staff will determine the curriculum to be used and how the training will be provided. Training must include:

- History and philosophy of the disability rights movement;
- Principles of self-determination;
- Strategies to find and access necessary services and supports;
- Activities to develop self-advocacy skills; and
- Activities to promote interaction between participants and peer support.

For this project, the applicants are limited to those groups and organizations located in designated rural areas of the State. Training participants may include individuals with disabilities, family members of people with disabilities, and other interested community members who do not fall into either of these categories. Priority shall be given to support the participation of individuals with developmental disabilities; spouses or partners of individuals with developmental disabilities; and other family members of adults with developmental disabilities. Space permitting, other community members may attend training.

Because it is unlikely that any one organization can provide enough resources to meet the demand, it is imperative that organizations who offer this kind of training work together with others in the community to share expertise, to explore ways to maximize and/or increase their available resources, and to develop a means to continue to support training after TCDD funding has ended.

Organizations implementing the training may charge a reasonable fee for training or for Continuing Education Units, but must ensure that any person with a developmental disability and family members of a person with a developmental disability will be able to participate, regardless of ability or inability to pay. TCDD will have final approval of any fee structure and procedure.

All organizations must have procedures in place to obtain contact information (including e-mail addresses) from participants and to inform participants that their contact information will be forwarded to TCDD so that TCDD may provide information related to advocacy opportunities to advocates. Grantees should forward to TCDD names of all individuals trained and track those who participate in ongoing advocacy, advanced training or serve on a boards or committees.

Proposed Funding Amount

Up to \$85,000 for up to three projects, per year, for up to five years. Up to \$25,000 in additional

funding may be made available to provide reasonable accommodations to Project Directors or Project Coordinators who have a developmental disability if accommodations are necessary and exceed the amount the organization can afford.

The suggested funding amount for these projects would allow the grantee to support participation of participants in rural areas who may have to travel long distances, have reduced access to transportation, and/or may be living in poverty.

Proposed Duration

Up to five years

Considerations

To increase the diversity of organizations that receive grants, TCDD could give priority to organizations that have not had any, or that have had few, previous TCDD grants. TCDD staff expects that grant reporting requirements, which will include additional measurement activities for new federally required Performance Measures, may require additional staff time or a sub-contractor.

Future Project Funding Priorities

Tab 17

Background:

The Project Development Committee will review this chart that includes all projects previously approved by the Council that have not yet been initiated. The Committee may recommend revisions to the priority order as determined appropriate.

Project Development Committee — Agenda Item 9

Expected Action:

The Project Development Committee will consider revisions to the Future Project Funding Priorities list.

Council — Agenda Item 9. C.

Expected Action:

The Council will consider recommendations from the Project Development Committee.

TCDD Future Funding Activities Priority List As of June 29, 2017

Number	Organization/Activity	Possible Projects	Funding “Up To”	Council Approved	Expected RFP Post	Expected Start	Expected End
N/A	Outreach and Development Projects 3.1 — Projects for up to 1 year	3 per year up to 4 years	\$10,000 per project	5/6/2016	2/1/2017	FY 2017	FY 2020
N/A	Outreach and Development Projects 3.2 — Projects for up to 2 years	2 per year up to 5 years	\$20,000 per project	5/6/2016	9/30/2017	FY 2018	FY 2022
N/A	Developmental Disability Policy Fellows Program — Projects for up to 2 years	2 per year up to 5 years	\$67,500 per project	8/5/2016	9/30/2016	FY 2017	FY 2022
N/A	Texas Sibling Network — Projects for up to 5 years	1	\$85,000 per project	11/4/2016	4/28/2017	FY 2017	TBD
N/A	Youth Leadership Development — Projects up to 5 years	1	TBD	5/6/2016	9/30/2016	TBD	TBD
1.	Impact of Medicaid Services and Supports DD Network Project — Projects up to 1 year	1	\$50,000 per project	5/5/2017	N/A	TBD	TBD
2.	Local Leadership Development and Advocacy Training Project — Projects for up to 5 years	1	\$75,000 per project can have additional funding at \$25,000 per year	5/5/2017	6/30/2017	TBD	TBD

Number	Organization/Activity	Possible Projects	Funding “Up To”	Council Approved	Expected RFP Post	Expected Start	Expected End
3.	Peer Support Specialists for Person Directed Planning — Projects up to 4 years	1	Year 1 up to \$100,000 Year 2-4 up to \$125,000	5/6/2016	6/30/2017	TBD	TBD
4.	Support for Student Research-Related Expenses on Disability-Related Topics — Projects up to 5 years	3	\$25,000 per year	11/7/2014	TBD	TBD	TBD
5.	Alternatives to Guardianship and Supported Decision Making DD Network Project — Projects up to 5 years	1	TBD	2/5/2016	TBD	TBD	TBD

Legend:

Blue color-coded text indicates open RFP or Proposals received are under review at time of printing.

Yellow highlighted text indicates proposals have been approved, awarded or project is in process of beginning since last Council meeting.

Unsolicited Idea Submitted from Website

From: tcdd@tcdd.texas.gov on behalf of Texas Council for Developmental Disabilities

To: Cordry, Joanna

Subject: Idea Submitted to TCDD

Date: Tuesday, May 16, 2017 10:43:28 PM

Ideas Submitted Contact Information

First Name (required): Cheryl

Last Name (required): Calhoun

Email (required): cherylcalhoun60@yahoo.com

Address

Name of Organization Submitting Idea (if applicable): Simply Me

Address Line 1 (required): 211 W. William Cannon Drive, Suite B

City (required): Austin

State (required): Texas

Zip Code (required): 78745

Background and Statement of Need

What is the problem or issue? (required): Although there are many reasons that Texas and Austin in particular has such an overwhelming amount of homeless people in a constant struggle to even exists. People who are homeless & disabled, struggle more than anyone should have to in this world today. If we want to help people who are disabled, no matter their disability, then those who we should reach out to first and foremost would be those who have the greatest need, not those that it is believed deserve this opportunity, but those who have a genuine need for our help. To be homeless and disabled is to be truly excluded by our society.

Description of Idea

What would solve this problem or address this issue? (required): I would start out as a pilot program, having the funds and necessary things needed by these people, ready to offer. This would need to be a two part program, offering temporary housing and training, education, whatever is needed to allow these clients to have the same opportunities in life as most people have. A pilot program should start out with anywhere from 8 to 10 people, even maybe 20. These people themselves should be desirous of an opportunity to learn to take care of themselves in a manner that would allow them to one day contribute to society. This opportunity should take no more than 6 months to a year at most. In that time, the client would have many needs addressed, including any issues they have that stem from their disability and then lack of housing and training for employment.

Demographics

What group or groups of people would this help? (required): This program would help both men and women regardless of gender, race, religion or sexual preference. This program should benefit those who are A) Disabled B) Both homeless and lacking proper skills and/or education for

employment. This program should be designed as a method of helping people reenter society and have the ability to contribute instead of being a constant drain on society and its funding, welfare programs, ect.

Possible Partners

What kinds of organizations or people could help to solve this problem? (required):

Programs such as Texas Employment Commission, churches that would be able to commit to a certain level of funding and/or volunteer work with these clients. Social workers, psychologist, doctors, and including entry level people who would be able to work on a daily basis with these clients. The setting should be homelike, but could also be a group home type setting.

Additional Information (optional)

Year of Birth: 1960

Ethnicity: Hispanic

Relationship to Person with a Disability: I am a person with a developmental disability.

Public Policy Committee Meeting Minutes

Tab 18

Background:

Minutes of the May 4, 2017, Public Policy Committee meeting are included for your review.

Public Policy Committee — Agenda Item 3

Expected Action:

The Committee will review, revise as appropriate, and approve.

PUBLIC POLICY COMMITTEE MEETING May 4, 2017 MINUTES — DRAFT

Committee Members Present

Lora Taylor, Committee Chair
Hunter Adkins
Lisa Akers-Owen, HHSC,
Older Americans Act
Kristen Cox
Stephen Gersuk
Michael Peace
Amy Sharp, UT – CDS
Jami Snyder, HHSC,
Title XIX/Medicaid
Meagan Sumbera, TAMU –
CDD

Committee Members Absent

Kristine Clark
Mary Faithfull, DRTX
Ruth Mason
Brandon Pharris

Guests Present

Alexandra Noble
Rona Statman

Staff Present

Ashley Ford
Linda Logan
Jessica Ramos

Call to Order

The Public Policy Committee convened on Thursday, May 4, 2017 in Ames Room at the Sheraton Georgetown Texas Hotel & Conference Center, 1101 Woodlawn Avenue, Georgetown, TX 78628. Public Policy Committee Chair Lora Taylor called those present to order at 2:00 p.m.

1. Introductions

Chair Taylor asked the Committee members, staff, and guests to introduce themselves and share their plans for the summer.

2. Public Comments

No public comments were offered to the Committee.

3. Consideration of Minutes

The Committee reviewed the minutes from the February 10, 2017 Public Policy Committee meeting. No additions or corrections were noted.

MOTION: To approve the minutes of the February 10, 2017 Public Policy Committee meeting.

MADE BY: Hunter Adkins

SECOND: Michael Peace

The motion **passed** unanimously.

4. Chair's Remarks

Chair Taylor reviewed absences and reported on her recent activities, including advocating for

accessible parking improvements and Compassionate Use Program expansion during the legislative session.

5. Member Updates

The Committee welcomed new Council and Committee member, Jami Snyder, as agency representative for Title XIX/Medicaid with the Texas Health and Human Services Commission (HHSC).

6. Disproportionalities and Disparities Discussion

Per request, the Committee received additional information regarding post-secondary outcomes of students with disabilities who received special education services. Staff prepared a handout titled *Disconnected Youth* to show the data relating to the Texas Education Agency's (TEA) Public Information Education Management System (PEIMS), Indicator 14 outcomes and other data available from a periodically released report by the Measure of America of the Social Research Council. Staff agreed to use the disconnected youth data and other information from the Southwest Conference on Disability for further action.

7. Public Policy Staff Activities

The Committee received updates from staff regarding state policy issues and staff activities including: TCDD's priority bill list, a Texas budget summary, the HCS and TxHmL rate reduction proposal, insurance coverage for ECI services, supporting self-advocates to be included on workgroups, committees and councils, and other bills of interest. The Committee also received updates regarding STAR Kids, including issues reported during the Policy Council for Children and Families meeting concerning access to care and eligibility. Jami Snyder agreed there are issues for further review, including STAR Kids assessment instructions to that may discourage Community First Choice or only offer on request.

The Committee received updates from staff regarding state supported living centers (SSLCs) including the status of SB 602 and public testimony provided by Committee member, Ruth Mason, in favor of SB 602 relating to the creation of an SSLC restructuring commission.

The Committee received updates from staff regarding recent federal policy issues including the American Health Care Act, the outlook for Medicaid in 2017 with an explanation of block grants and per capita caps, and the Supreme Court of the United States decision in "Endrew F. v. Douglas County School District." The Committee also received updates regarding HHSC activities relating to day habilitation and the Home and Community-Based Services (HCBS) Setting Rule. Advocates agree an extension is necessary, and are concerned that without funding, meaningful day improvements are uncertain.

Committee member Jami Snyder informed the Committee that HHSC will be meeting with the Centers for Medicare and Medicaid Services (CMS) in Washington D.C. to request a 21-month extension for the Texas 1115 waiver from CMS at current funding levels. An extension would give Texas the time to plan to take advantage of federal flexibility, like block grants, in a deliberate and transparent manner.

8. Other Discussion Items

The Committee discussed the development of TCDD's 2019 System Improvement Recommendations and reviewed progress on previous improvement recommendations. Members were encouraged to provide specific recommendations for the August meeting.

Adjourn

There being no further business, Committee Chair Lora Taylor adjourned the meeting at 3:36 p.m.

Beth Stalvey, Secretary to the Council Date

Background:

- **State Policy Activities** — TCDD staff will provide an update regarding recent state public policy staff activities. Discussion topics include:
 1. **Legislative outcomes (behind Tab 12)**
 2. **Public comments submitted during the quarter:**
 - A. Policy Council for Children and Families Letter to HHSC Commissioner Regarding STAR Kids (July 12, 2017)
 - B. [Public Comment — TEA Proposed Rules to Adopt 2017 Performance-Based Monitoring Analysis System](#) (June 29, 2017)
 - C. [Public Comment — Medicaid Therapy Rate Reductions](#) (May 31, 2017)
 - D. [Public Comment — Home and Community-based Services and Texas Home Living Rate Reduction](#) (May 17, 2017)
- **State Supported Living Centers Update** — TCDD staff will provide an update regarding recent SSLC issues. Discussion topics include:
 1. **SSLC legislative outcomes (behind Tab 12)**
 2. **100-year anniversary of Austin SSLC**
- **Federal Policy Activities**— TCDD staff will provide an update regarding potential changes to Medicaid associated with various Affordable Care Act repeal proposals.

Public Policy Committee — Agenda Item 7**Expected Action:**

The Committee will receive updates on these items and may make recommendations for consideration by the Council.

Council — Agenda Item 14. A.**Expected Action:**

The Council will receive a report on the Public Policy Committee discussion.

July 12, 2017

Executive Commissioner Charles Smith
Texas Health and Human Services Commission
Brown Heatly Building
4900 North Lamar
Austin, Texas 78751

Dear Mr. Smith,

The Policy Council for Children and Families has been tasked by Rule §351.815 to make recommendations regarding the implementation and improvement of the STAR Kids managed care program. More than 60% of voting Council members are parents of children with disabilities who understand that one of the most important things to families is certainty in the process. STAR Kids is new and with any new program, there is a lack of clarity and certainty in some of the newly established processes. Given the importance of access to quality, healthcare and long-term supports for children with disabilities uncertainty can be untenable to families whose children depend on the system to survive. We are committed to assisting the Commission to make STAR Kids work for children and families. We respectfully submit the following recommendations.

Medically Dependent Children Program (MDCP) Medical Necessity (MN) Denials

The Health and Human Services Commission (HHSC) made a sound decision when STAR Kids rolled out in November of 2016 to clone MDCP eligibility for an additional 12 months for those children whose MDCP plan year ended between August 1, 2016 and April 30, 2017 to allow the new Medicaid service delivery system a chance to stabilize and to ensure continuity of care for children with medically complex conditions. This Continuity of Care provision was critical to medically fragile children and their families.

Now that this provision has expired, we are hearing of a significant increase in denials of eligibility due to lack of medical necessity for children who are being reassessed as well as for children who are being offered MDCP from the Interest List. Based on the May denials, HHSC decided that if a member's Individual Service Plan (ISP) is set to expire May 31, 2017 and the child's STAR Kids Screening and Assessment Process, up to and including final processing of the ISP, has not been completed, their eligibility will be extended for 30 days. We support the direction taken by HHSC and respectfully request that HHSC consider the following

recommendations with regards to MDCP:

1. Extend by a minimum of 60 days the eligibility of any member who loses medical necessity based on reassessments completed in June through August to allow time for HHSC to examine the data and determine the cause of the increase in denials.
2. Extend by 30 days MDCP eligibility for any child whose Screening and Assessment Instrument (SAI) has not been completed due to no fault of the family.
3. Track the MN denials of current waiver recipients as well as MN denials for those being offered services from the interest list to better understand the issue. Compare MN denial rates to historical denial rates, excluding the increase in denials that occurred during a six-month period in 2014 – 2015 when the internal review of MN Level of Care changed. At a minimum, provide the tracking data to the Policy Council for Children and Families and the STAR Kids Managed Care Advisory Committee.
4. Closely review the STAR Kids SAI for those who have been denied and compare the information on the tool to clinical information provided by the child's family and/or doctor/provider. Call the families to make sure nothing is missing. Utilize HHSC Utilization Review nurses in the review.
5. Based on the outcome of HHSC's data review, conduct training on medical necessity reviews and documentation for Health Plan and Texas Medicaid and Healthcare Partnership assessors.
6. Ensure the MDCP MN eligibility criteria is not more stringent than the MN criteria applied to adults in the STAR Plus waiver.
7. Ensure the MDCP MN eligibility criteria is not more stringent than the eligibility for nursing facility admission.
8. If an individual has been receiving MDCP services for years and is now determined not to meet medical necessity even when there has been no change in the child's condition, offer the individual services from a more appropriate waiver such as Community Living Assistance and Support Services (CLASS) or Home and Community-based Services (HCS).
9. HHSC should create an informational piece for families to explain in laymen's terms a general overview of medical necessity for the MDCP waiver. The brochure should include examples and clearly state what is needed to qualify for the waiver.
10. HHSC should provide written guidance to families and physicians about what additional information needs to be provided by the doctor when eligibility is pending denial.

School Health and Related Services (SHARS)

There is currently a question about who is responsible for paying and contracting for nursing while the child is in school; the STAR Kids Health Plan or SHARS. Some

STAR Kids Health Plans are asking parents the exact schedule of when the child is in school and who provides the care and then subtracting the time the child is in school from the amount of assessed medically necessary Private Duty Nursing (PDN) hours.

The training of nurses by parents on a child's condition and exact care is not an easy task and something that requires extensive time and effort. Understanding an individual child's unique needs and signs and symptoms is not always intuitive. Parents only trust a nurse after having spent time choosing and training them. This trusted nurse should be able to accompany the child anywhere in the community including school. In addition, children who require PDN are often absent from school or get sent home from school frequently due to illness or their medical condition. Their PDN nurse can be flexible and go home with the child or stay with the child at home if needed on any day. This is not possible with a SHARS nurse nor could you easily get Prior Authorizations for PDN from the STAR Kids Health Plan on that kind of an emergency, albeit frequent basis. Furthermore, there is no way a home health agency could possibly find a nurse who is trained on the child's care with an hour's notice:

1. Allow parents to choose whether to use SHARS or STAR Kids PDN while their child is in school.
2. Request HHSC send out a policy clarification to the 10 STAR Kids Health Plans directing them to allow the provision of PDN to the child in the community including a child's school.
3. Simplify and standardize a process that demonstrates non-duplication of STAR Kids, PDN and SHARS Nursing removing any undue burden on the family and barriers that delay or prevent a child from receiving STAR Kids PDN while at school.
4. Quantify, track and monitor any increase in homebound education status or removal from school with no educational services for children who qualify for PDN through the STAR Kids SAI.

Access to Pediatric Therapy

The Policy Council for Children and Families is concerned that families are experiencing a difficult time accessing Medicaid funded therapy services for their children due to cuts to provider reimbursement rates. These cuts affect children in STAR Kids and children receiving services from Early Childhood Intervention. We are particularly worried about access to therapy for children living in rural areas due to skilled therapists leaving the profession or transitioning to adult services. We are also worried that proposed reductions to the rate paid to therapy assistants will

result in a loss of bilingual therapy assistants in a state with a large population of people over the age of 5 whose primary language is Spanish. Approximately one third of households in Texas speak a language other than English and approximately 50% of children in Texas public schools are Hispanic.

If cuts continue to be made, Texas will find itself in a crisis, where children are not provided appropriate services and will ultimately become more dependent on state support services that cost the state more money over the course of the child's life. The Policy Council for Children and Families urges HHSC to consider alternative options which would better serve the most fragile children in Texas:

1. Delay the proposed therapy rate cuts until HHSC has the time to carefully consider the impact of the cuts on access to care.
2. Make policy changes to manage therapy utilization without a detrimental reduction in reimbursement for services.
3. Do not change the rate methodology for home health therapy from encounters to units. The proposed change from encounters to units does not allow the treating professional to determine the amount of time it takes to address a child's therapeutic needs and will potentially result in compromised access to care.
4. Make policy changes to increase standardization of eligibility and authorization among Managed Care Organization's (MCO's) as well as guidelines and limits for contracted reimbursement rates to providers by MCO's.
5. Reduce administrative burden on physicians including initial authorization requests on behalf of the rendering therapy provider.
6. Study the data and changes in utilization of services since policy changes in May 2016 and subsequent decreases in reimbursement rates.
7. Consider the development of an enhance rate for therapy due to language barriers and the need for bilingual therapists or therapy assistants.

Appeals of Denials

The Policy Council for Children and Families has received feedback from families about issues with filing Medicaid appeals. For services to continue during the appeal process, an individual must request the appeal within 10 days from the date of the action notification letter. By the time the families receive the letter some of the 10 days have passed leaving the family with a very small window of time for the actual filing of the appeal. In addition, there are issues with the communication process

between all parties. Families often do not get notice when their child's MDCP case is placed in pending denial status due to lack of documentation or administrative errors or technicalities with the paperwork. We request HHSC consider the following recommendations:

1. Modify the appeals language to read "10 business days" from the date of the action notification to ensure families have appropriate time to file the appeal and ensure continuation of services pending the outcome of the fair hearing.
2. Require denial of service notifications be in the mail within 1 business day of a denial decision to ensure members have time to file an appeal request and continue services as applicable.
3. Redesign denial letters to explain in plain language for families why the denial occurred, what is needed to meet medical necessity requirements, and relevant deadlines for appealing the denial, including information on how to maintain eligibility through the appeal process.
4. Ensure families and providers receive prompt notification of any case that is placed in pending denial status.
5. Extend the time frame a case is in pending denial status to allow the family and the provider to get the required documentation necessary to prove eligibility.

Uniform Authorizations — Transparency and Certainty in Process

The Policy Council for Children and Families is concerned about the lack of certainty and clarity in the prior authorization processes in STAR Kids as well as burdensome requests for information from MCOs. Prior to the roll out of STAR Kids, policies and prior authorization processes were set by the state. Now families are working with multiple managed care organizations who each have their own set of authorization requirements and review processes some of which are onerous to providers and families and which cause delays in authorization for needed services. We offer the following recommendations:

1. Evaluate documentation requirements for prior authorizations across MCOs so that an individual may access medically necessary services without discrimination or inconsistencies between MCOs.
2. Decrease undue administrative burdens to providers, physicians and families in the prior authorization process, such as requiring the referring physician to submit the prior authorization request on behalf of the rendering provider, including copies of the last Primary Care Provider or subspecialty visit notes, the Ages and Stages Questionnaire or Parents' Evaluation of Development

Status, copies of audiology testing, copies of all clinical notes for a 2-week period, etc.

3. Publicly make available the prior authorization processes and documentation required for services and remove uncertainty in the process for families.

Durable Medical Equipment (DME) and Supplies

Some families are being told by their MCO that they must utilize a certain vendor for their durable medical equipment and medical supply needs even though the MCO's network of providers includes a choice of other providers. This practice is disruptive to the child's care and does not conform to language in the STAR Kids contract that requires an MCO to have more than one provider nor to language in the contract related to significant traditional provider protections for a period of three years. Other families are being told by their MCO that they can still choose to use another DME provider, but if they do, they must undergo a more burdensome prior authorization process and potentially experience a delay in the provision of the equipment and supplies. Having choice of more than one vendor is especially important to families of children who live in rural parts of Texas where prompt access to supplies and equipment is hindered by distance:

1. HHSC should send a clarification letter to MCOs instructing them to allow families to choose whichever DME vendor they prefer from the list of network providers.
2. HHSC should clarify for the MCOs the Significant Traditional Provider (STP) protections in STAR Kids.
3. HHSC should ensure that families always have a choice of providers even after the expiration of the STP protections.
4. HHSC should not allow an MCO to place a more stringent prior authorization process on a service just because the provider is not the preferred DME provider.

Other Provider Network Issues

Some families are experiencing issues accessing services from their significant traditional provider because their provider is waiting on the approval and execution of their contract by the MCO. Children who have been served by providers are now finding that their provider is not in network due to a delay in the execution of the contract:

1. Allow providers who are currently awaiting approval for a contract with a STAR Kids MCO to obtain a Letter of Agreement or single case agreement from the MCO to continue to provide services while the credentialing process for the contract is being finalized.

2. Clarify and set a reasonable timeframe for the execution of contracts with STPs.

Individual Service Plans and STAR Kids Screening and Assessment Instruments

Families of children in STAR Kids have reported that they have not received their Individual Service Plan outlining services needed to meet the child and the family's goals. In addition, others who have requested a copy of their STAR Kids Screening and Assessment Instrument have not received them:

1. Ensure that MCOs are sending families and providers a copy of the child's ISP and/or placing the ISP in the provider and family portals.
2. The MCOs should consider having the Service Coordinator provide family portal training to families during one of their face to face visits.
3. Have all MCOs place the STAR Kids SAI on the family portal for families to access and promptly mail a copy to those families requesting a printed copy.

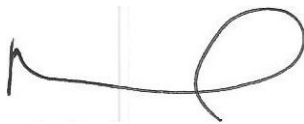
STAR Kids Managed Care Advisory Committee Extension

The STAR Kids Managed Care Advisory Committee advises HHSC on the establishment and implementation of the STAR Kids Medicaid managed care program. This committee is scheduled to expire at the end of 2017. Stakeholders, including MCO's, value the recommendations of the Committee and believe it should continue its work: The Executive Commissioner of HHSC should extend the STAR Kids Managed Care Advisory Committee through September 1, 2019.

The Policy Council for Children and Families looks forward to continuing our work with HHSC on the development and strengthening of STAR Kids.

Sincerely,

LM



Leah Rummel, Chair
Policy Council for Children and Families

Cc: Jami Snyder, Medicaid Director

Background:

The Council will review the minutes from the May 5, 2017, Council meeting and the May 4, 2017, Committee of the Whole meeting.

Council — Agenda Item 3**Expected Action:**

The Council will review, revise as appropriate, and approve.

COUNCIL MEETING

May 5, 2017 — DRAFT MINUTES

Council Members Present

Mary Durham, Council Chair
Hunter Adkins
Lisa Akers-Owen, HHSC/Older Americans Act
Kimberly Blackmon
Paula Brunson,
TWC/Vocational Rehabilitation
Gladys Cortez
Kristen Cox
Stephen Gersuk
Rachel Jew, DSHS/Maternal-Child Health
Scott McAvoy
Michael Peace
Amy Sharp, TCDS
Jami Snyder, HHSC/Medicaid
Meagan Sumner, A&M — CDD
Lora Taylor
John Thomas
Rick Tisch

Council Members Absent

Kristine Clark
Mateo Delgado
Mary Faithfull, DRTX
Ruth Mason
Dana Perry
Brandon Pharris
Ron Roberts, TEA/IDEA
David Taylor

Guests Present

Chris Botello
Isabel Evans
Brooke Hohfield
Annessa Lewis
Alexandra Noble
Nina Zuna – TCDS

Staff Present

Beth Stalvey, Executive Director
Martha Cantu
Joanna Cordry
Cynthia Ellison
Wendy Jones
Danny Fikac
Radames Fuentes
Linda Logan
Jessica Ramos
Joshua Ryf
Koren Vogel

Call To Order

The Texas Council for Developmental Disabilities convened on Friday, May 5, 2017, in the San Gabriel Ballroom of the Sheraton Georgetown Texas Hotel & Conference Center, 1101 Woodlawn Avenue, Georgetown, TX 78628. Council Chair Mary Durham called the meeting to order at 9:06 AM.

1. Introductions

Council members, staff and guests were introduced. It was noted that Paula Brunson was present as a representative from Texas Workforce Commission/Vocational Rehabilitation Act but is not a voting member.

2. Public Comments

No public comments were offered.

3. Consent Items

Chair Durham reviewed consent items including the minutes from the February 10, 2017, Council meeting and February 9, 2017, Committee of the Whole meeting and the excused absences of Kristine Clark; Mateo Delgado; Mary Faithfull, Disability Rights

Texas; Ruth Mason; Dana Perry; Brandon Pharris; Ron Roberts, Texas Education Agency (TEA); and David Taylor.

MOTION: To approve the minutes of the February 10, 2017 Council meeting and February 9, 2017, Committee of the Whole meeting as well as the excused absences as noted.

MADE BY: Lora Taylor

SECOND: Rick Tisch

The motion **passed** unanimously. Chair Durham stressed the importance of attendance to maintain quorum.

4. **Chair and Executive Director's Report**

Chair Durham reported that Kristen Cox will be serving on the Public Policy Committee following her term as Council Vice-Chair.

Durham reported that membership vacancies and expired terms have not been addressed with the Governor's Appointments Office. She noted that appointments requiring Senate approval take priority during the legislative session. She also noted that staff from the Governor's office have indicated that many applications to serve on the Council do not actually meet membership requirements.

Durham introduced Nina Zuna and Jami Snyder who was recently appointed as the alternate representative from the Texas Center for Disability Studies. Zuna has attended orientation and is therefore eligible to vote.

Executive Director Beth Stalvey introduced Radames Fuentes who began employment as a TCDD Grants Management Specialist in late April. Stalvey also recognized TCDD Executive Assistant Koren Vogel for 15 years of service with the agency.

Stalvey reported the Partners in Policymaking project has closed the application period on May 1, 2017 with 145 applications received. 35 participants and 10 alternates will be selected from this application pool. The project staff will first conduct a technical review of the applications. An independent review panel will then narrow the applications by determining "yes", "no" or "alternate potential" for each applicant. Then a team of TCDD staff and project staff will make the final selections. Classes will begin in August.

Stalvey reviewed a list of upcoming conferences and events in which she, staff, and Council members will participate in the upcoming quarter. The Disability Leadership Institute will take place in Houston on May 8–12, 2017. Council member Scott McAvoy has indicated that he is attending this event. Stalvey will participate as a mentor in the National Association of Councils on Developmental Disabilities (NACDD) new executive

director orientation in Washington, DC on May 15–16, 2017 which provides additional opportunities to learn about changes to federal reporting requirements. Stalvey will participate in the American Association of Developmental Medicine and Dentistry and TCDD will likely have an exhibit booth at the conference in Houston on June 2-4, 2017. Stalvey has also been invited to participate in a Spark Initiative Conversation on Informed and Supported Decision Making. This is an NACDD partnership event with Optum that takes place in Minneapolis, MN on June 20–21, 2017. Stalvey and Planning Director Joanna Cordry will attend the NACDD Conference and Administration on Intellectual and Developmental Disabilities (AIDD) workshop in Salt Lake City on July 11–14, 2017. Council Vice-Chair John Thomas and Kristen Cox will also attend the NACDD conference. It was also noted that two TCDD grantees will present their projects at this conference. Stalvey will also participate in the closing panel of the American Association on Intellectual and Developmental Disabilities — Texas Chapter (AAIDD-TX) convention in Houston on July 28, 2017. TCDD will also have an exhibit booth at this event.

Stalvey, Durham, Project Development Committee Chair Gladys Cortez and Grants Management Specialist Wendy Jones recently attended the final graduation for Project Hire in Edinburg, TX. Participants expressed a deep appreciation for TCDD funding and are looking for ways to continue the project's activities through other funding.

5. **Future Activities for State Plan Implementation**

Project Development Committee Chair Cortez reported on Committee discussion of future grant activities to implement the state plan. The first executive summary discussed was Local Leadership Development and Advocacy Training. This project would be for self-advocate groups and would be targeted to rural and underserved areas. It was also noted that additional funding may be needed if the project manager is a person with an intellectual, developmental or other disability and additional funding was designated for accommodations that an organization may not be able to afford.

MOTION: To recommend approval of funding of up to \$75,000 for up to five years, for one Local Leadership and Advocacy Training project to be implemented by a local self-advocacy organization, to include the possibility of receiving additional funds up to \$25,000 to provide reasonable accommodations to Project Directors or Project Coordinators who have a developmental disability if they are necessary and exceed the amount the group can afford.

MADE BY: Gladys Cortez for the Project Development Committee. (motions from Committee do not need a second)

The motion **passed** unanimously. (Attachment 1)

Cortez then reported on discussions of the executive summary for Developmental

Disabilities Network Partners Collaborative on the impact of Medicaid Services and Supports. TCDD would collaborate with Disability Rights Texas, Texas Center for Disability Studies, and Texas A&M Center on Disability & Development to obtain personal stories from individuals with developmental disabilities and their family members on the ways Medicaid services support them in their daily lives. These stories would be used to inform state and federal policy makers as well as the public about the ways changes to the Medicaid program would impact people with developmental disabilities.

MOTION: To recommend approval of no more than \$50,000 for one year, to support the DD Network Partners to gather personal stories from individuals with developmental disabilities and their family members on the impact of Medicaid services.

MADE BY: Gladys Cortez for the Project Development Committee. (motions from Committee do not need a second)

The motion **passed** without opposition. Amy Sharp and Meagan Sumbera abstained from voting. (Attachment 2)

Cortez next discussed the Future Funding Priorities document and noted that following the discussion of new executive summaries, it was agreed that the new projects would take funding priority over existing approved projects.

MOTION: To prioritize TCDD projects approved for funding in the following order:

1. DD Network Partners Collaborative: Impact of Medicaid Services and Supports
2. Local Leadership Development and Advocacy Training
3. Peer Support Specialists for Person Directed Planning
4. Support for Student Research-Related Expenses on Disability-Related Projects
5. DD Network Partners Collaborative: Alternatives to Guardianship and Supported Decision Making

MADE BY: Gladys Cortez for the Project Development Committee. (motions from Committee do not need a second)

The motion **passed** unanimously. (Attachment 3)

6. **Service and Support Animals**

Planning Director Cordry gave a presentation on the differences between service animals, emotional support animals and therapy animals. Members received information on Americans with Disabilities Act (ADA) protections for service animals, which are limited to dogs or miniature horses. The ADA does not offer protection for emotional support or therapy animals. The ADA allows service animals into business and other establishments

provided the animal does not cause a disruption. Business owners are only allowed to inquire 1) if the animal provides a service for a person with a disability and 2) what service the animal provides.

Chair Durham added that per Texas Association of School Board policy, service animals in schools can only be dogs and not miniature horses.

7. Disproportionalities and Disparities Discussion

Executive Director Stalvey briefly discussed the document on “Disconnected Youth” which is defined as individuals between the ages of 16 and 24 who are neither in school nor employed. The document provides data on different regions of Texas, race/ethnicity, and disabilities. Council members conducted separate discussions in the Public Policy and Project Development Committees. Public Policy Committee Chair Lora Taylor did not have further discussion.

Project Development Committee Chair Cortez reported that the Committee discussion turned to employment barriers that youth are faced with. She noted that Paula Brunson from Texas Workforce Committee described several programs and the acronyms representing those programs that were unfamiliar to many members. She reasoned that if Council members were unfamiliar with the programs it was likely that the general public would also be unfamiliar. Brunson discussed Community Work Incentive Coordinators (CWIC) and Subject Matter Utilization Resource Facilitators (SMURF) who are trained to assist individuals with disabilities who wish to work but still maintain Social Security and Medicaid benefits. Members were reminded of the TCDD project from the National Disability Institute on Understanding Employment Options and Supports which provides training on these topics.

Stalvey also reported on staff activities related to addressing disproportionalities and disparities. She noted that representatives from each of the Texas DD Network Partners will be attending the Leadership Institute for Cultural Diversity and Cultural and Linguistic Competency sponsored by Georgetown University in June 2017. Prior to the institute there is a significant amount of training that includes webinars, analysis, and writing assignments as well as state team meetings to discuss how disparities are addressed. Planning Director Cordry will also attend a separate session of the same institute as part of the NACDD board.

8. Presentation: Texas Advocates

Grants Management Specialist Wendy Jones introduced members from Texas Advocates who discussed their Self-Advocate Grassroots Community Organizing project. Project Coordinator Brooke Hohfield, Annessa Lewis and Chis Botello reported that transportation, affordable housing and availability community activities were the priorities among community groups. Texas Advocates partners with organizations such as the Arc of the Capital Area and the Austin Resource Center for Independent Living

(ARCIL). They are working with Cap Metro to make sure bus stops are accessible and increase the availability of MetroAccess — the para transit program. They have also addressed issues such as the weight of bathroom doors at Austin City Hall, which was corrected.

9. Communications and Marketing Activities Report

Communications Director Joshua Ryf provided updates on communications activities from the past quarter. He discussed social media campaigns related to the 85th Texas Legislature which reported on hearings and bill filings for legislation that would impact people with disabilities. He also reviewed the bill summaries that were featured on the TCDD website.

Ryf reviewed highlights of the #SideBySideTexas social media campaign in March including Council member involvement. He noted a new partner for 2017 was the Governor's Committee on People with Disabilities who assisted in obtaining a proclamation from Governor Abbott's office on DD Awareness Month.

Ryf reviewed various activities taking place from May through July and reminded members to share ideas, promote funding opportunities, recruit Council members, and encourage others to connect with TCDD via email and social media.

10. Executive Committee Report

Chair Durham reported continuation grant funding that was awarded during the Executive Committee meeting to:

- A. Texas Statewide Independent Living Council (Accessible Transportation Summits)
- B. Region 17 Education Service Center (Family Involvement in Schools)
- C. Family to Family Network (Leadership Development and Advocacy Training)
- D. National Disability Institute (Understanding Employment Options and Supports)

Seven event stipends and two speaker stipends were awarded this quarter.

The Committee approved 15 new individuals to the pool of potential Independent Review Panel members.

Operations Director Martha Cantu reviewed the quarterly financial reports and noted that administrative expenses for FY 2017 are on track for year-to-date expenditures.

The Executive Committee members did not express any concerns with the agency financial reports.

The Committee reviewed Conflict of Interest disclosures and no concerns were noted.

11. Project Development Committee Report

Project Development Committee Chair Cortez reported on Committee discussion of

projects planned to implement state plan activities. She noted that the Committee focused on ways to address State Plan Goal 3.4 “Support self-advocates and family members to participate in cross-disability, culturally diverse leadership coalitions each year.

12. Public Policy Committee Report

Public Policy Committee Chair Taylor reported on members’ discussion of state and federal policy activities. They discussed HHSC efforts to include people with disabilities on state boards and advisory groups. The Committee also discussed the American Healthcare Act, Medicaid Block Grants, Meaningful Day Activities, and Medically Dependent Children’s Program eligibility.

13. State Agency Representatives Quarterly Activities Report

Texas Center for Disability Services (TCDS) representative Amy Sharp reported on a University of Texas Graduate Degree program and the possibility of an undergraduate minor program in the area of Disability Studies. TCDS has added seven significant projects and has three additional applications for projects pending. She also reported that the Texas Office for Healthy Children (formerly Texas Office for Prevention of Developmental Disabilities) will now be administratively linked TCDS and there will be evaluation of programs from that office to determine future activities.

A&M CDD alternate representative Meagan Sumbera reported the recent graduation of 34 students from the Bridge to Career in Human Service program bringing the total to more than 100 graduates.

HHSC/Medicaid representative Jami Snyder reported on the enrollment to the STAR Kids program. More than 163,000 children have transitioned to the program with ten different Managed Care Organizations (MCOs).

HHSC/Older Americans Act representative Lisa Akers-Owen discussed eligibility for community care programs for individuals who do not financially qualify for Medicaid but still cannot afford private services. She also discussed the Texas Takes on Dementia project which partners with MCOs and non-profits to develop a training program to educate family members and service coordinators about the early signs of Alzheimer’s disease.

Paula Brunson from Texas Workforce Commission (TWC) reported on the successful transition of the vocational rehabilitation (VR) program from the Department of Assistive and Rehabilitative Services to TWC. She noted that the next step will be to combine VR and Blind Services into one Rehabilitation Services program.

Department of State Health Services (DSHS)/Title V/Maternal Child Health representative Rachel Jew reported that the Children with Special Health Care Needs

(CHSCN) Systems Development Group is recruiting interns for the summer and fall of 2017 to focus on community inclusion.

14. Announcements and Updates

Council members discussed dates and locations of future meetings of August 2–4, 2017 (Hilton Austin Airport), November 1–3, 2017, February 7–9, 2018 and May 2–4, 2018.

Adjourn

Council Chair Durham adjourned the meeting at 12:19 PM.

Beth Stalvey, Secretary to the Council Date

Council Meeting Attachments to May 2017 Minutes

- In a conservation effort, attachments to Council and Committee minutes are no longer printed and mailed with meeting materials.
- Attachments are included as part of the official record of the meeting.
- Attachments ARE included in the online versions of the minutes on the TCDD Web site. Minutes can be accessed along with all meeting materials at: tcdd.texas.gov/about/meetings/2017-cncl-meetings/
- All attachments were included with the previous quarter's meeting materials.
- The minutes of the May 2017 Council meeting refer to three (3) attachment items:
 - [Executive Summary for Local Leadership and Advocacy Training project](#)
 - [Executive Summary for DD Network Partners Collaborative on the Impact of Medicaid Services](#)
 - [Future Funding Priorities list revisions](#)

COMMITTEE OF THE WHOLE May 4, 2017 — DRAFT MINUTES

Council Members Present

Mary Durham, Council Chair
Hunter Adkins
Lisa Akers-Owen, HHSC/Older Americans Act
Kimberly Blackmon
Paula Brunson,
TWC/Vocational Rehabilitation
Gladys Cortez
Kristen Cox
Stephen Gersuk
Ivy Goldstein, DSHS/Maternal and Child Health
Scott McAvoy
Michael Peace
Amy Sharp, UT CDS
Meagan Sumner, A&M CDD
Lora Taylor
Richard Tisch
John Thomas

Council Members Absent

Kristine Clark
Mateo Delgado
Mary Faithfull, DRTX
Ruth Mason
Dana Perry
Brandon Pharris
Ron Roberts, TEA/IDEA
Jami Snyder, HHSC/Medicaid
David Taylor

Guests Present

Jan Brown, JAS
Isabel Evans
Ted Johnson, JAS
Alexandra Noble
Mary Poole
Rona Statman

Staff Present

Beth Stalvey, Executive Director
Martha Cantu
Joanna Cordry
Cynthia Ellison
Danny Fikac
Ashley Ford
Radames Fuentes
Linda Logan
Jessica Ramos
Joshua Ryf
Koren Vogel

Call To Order

The Committee of the Whole of the Texas Council for Developmental Disabilities convened on Thursday, May 4, 2017, in the San Gabriel Ballroom of the Sheraton Georgetown Texas Hotel and Conference Center, 1101 Woodlawn Avenue, Georgetown, TX 78628. Council Chair Mary Durham called the meeting to order at 9:34 AM.

1. Introductions

Council members, staff and guests introduced themselves. Chair Durham asked members to observe a moment of silence in honor of former Council member John Morris who passed away on April 3, 2017.

2. Public Comments

No public comments were offered.

3. Presentation: Family Based Alternatives and Child Protective Services

Public Policy Fellow Alexandra Noble presented information on efforts from EveryChild, Inc. to transition children with disabilities from institutions such as General Residential Operations and Intermediate Care Facilities to family settings. She described the collaborative work with the Department of Family and Protective Services to honor the

Promoting Independence Plan and provide Family Based Alternatives. This requires well-trained and supported families, resource coordinators, and funding sources such as Medicaid waiver programs. She noted that improvements are still needed to better track children with disabilities in the foster care system.

4. Federal Affairs Update

Executive Director Beth Stalvey provided a brief update on federal policies. She discussed appropriations and Developmental Disabilities Act funding to note that the agency is operating under a continuing resolution for FY 2017 funding and it is expected that funding at FY2016 levels will be allocated through the end of the 2017 fiscal year. Stalvey next discussed health care and proposed changes to the Affordable Care Act including Medicaid restructuring into “block grants”. She discussed education including the Supreme Court of the United States decision in “Endrew F. v. Douglas County School District” that provides definitions on minimum standards for appropriate education under the Individuals with Disabilities Education Act (IDEA) and the Every Student Succeeds Act noting that state plans to implement this legislation are due to the Department of Education by September 2017.

Stalvey concluded with changes to state implementation of home and community-based services initiative focused on community integration. Texas’ plan has not been submitted but the timeline for compliance has been extended.

5. Round Table Discussion of Public Policy Priorities

Members participated in four round-table discussions on the subjects of FY 2018 – FY 2019 Appropriations, Education, Employment, and Long-Term Services and Supports. Members reviewed pending legislation on each of these topics and discussed policy issues as well as TCDD grant projects related to each.

Following the small-group discussions, members convened in a large group to report on each topic. Discussions on the budget centered around proposed rate reductions for attendant care reimbursement and members viewed a video produced by the Arc of Texas that featured advocates talking about the impact of the rate reductions.

Adjourn

Council Chair Durham adjourned the Committee of the Whole at 1:45 PM.

Beth Stalvey, Secretary to the Council Date

Communications and Marketing Activities Report

Tab 21

Background:

TCDD Communications Director Joshua Ryf will provide an update on communications and marketing activities for the previous quarter. Data and details of these activities are included in the enclosed report.

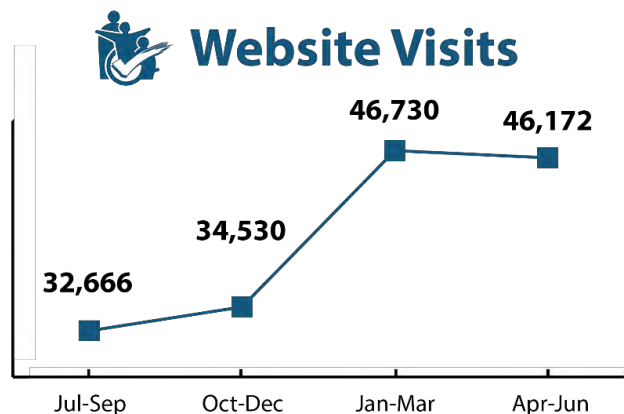
Council — Agenda Item 11

Expected Action:

The Council will discuss the report and may provide further guidance to staff.

Communications and Marketing Activities Report August 2017

Website

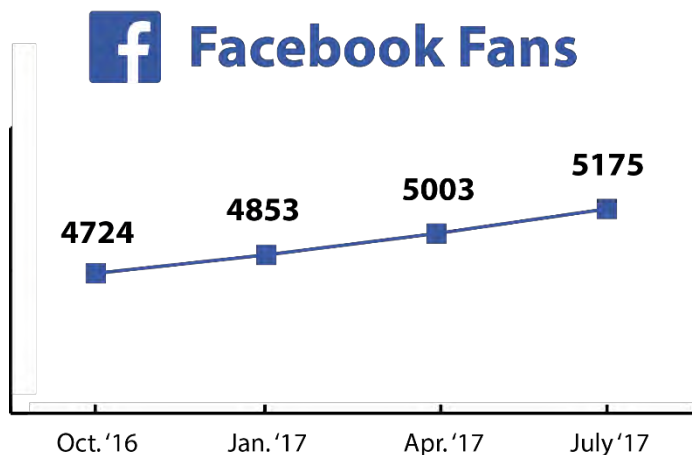


Top 20 Webpages Visited

Pages highlighted in bold feature original TCDD content designed to educate the public.

Webpage	Number of Visits
Total webpage visits for quarter	46,172
Workplace Bullying: Know Your Rights	5,247
People First Language	4,276
Texas Council for Developmental Disabilities Home Page	4,197
Updated Texas Service Dog Law 14 Facts for 2014	3,246
Texas Legislature	1,874
Get Ready for the 85th Texas Legislative Session	1,179
Supported Decision-Making	1,026
Funding Available	825
Legislative Bill Tracking	744
What is a Developmental Disability?	706
Guardianship Alternatives	601
Texas Partners in Policymaking Seeks Applicants	506
Legislative Advocacy Tips	492
Mental Health Bill Tracking	407
Healthcare Bill Tracking	403
Update: Autism Services in Texas	393
Fact Sheets and Issue Briefs	344
House and Senate Budget Comparison	317
Staff Directory	312
About Us	311

Facebook

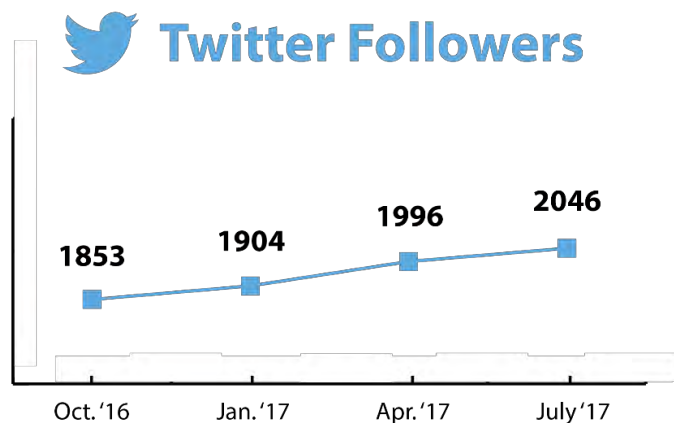


Top Facebook Posts

Post Message	Total Reach
Water Park for People with Disabilities Set to Open in San Antonio	7,396
Driving school in Katy teaches people with disabilities	4,097
The deadline to apply for the 2017-2018 class of Texas Partners in Policymaking is May 1, 2017.	3,583
HELP AVAILABLE TO RESOLVE MEDICAID ISSUES	2,291
State agency mulls rate reductions for Medicaid disability services	2,107
HELP AVAILABLE TO GET THERAPY ASSESSMENTS	2,066
RFP to Establish Texas Statewide Sibling Network	2,041
State Budget Update: What You Need to Know	1,998
UPDATES: SUBMITTING COMMENTS TO HHSC	1,531
PROJECT HIRE CELEBRATES END OF GRANT	1,364
Upcoming Advocacy Opportunities for Texans	1,218
ADVOCACY OPPORTUNITY: HCS & TxHmL RATE CUT HEARING	1,211
The Texas Council for Developmental Disabilities will hold its quarterly Council and Committee meetings Wednesday, May 3 through Friday, May 5, 2017.	1,121
CYSHCN SURVEY FOR YOUNG ADULTS & FAMILIES	1,117
TCDD Council member Ruth Mason waits to provide testimony during today's Senate Health & Human Services Committee hearing.	1,114
Texas lawmakers to start debating special education bills Tuesday	1,044
RFP to Develop the Next Generation of DD Policy Professionals	1,011

Reach: the number of unique people who received impressions of a Page post

Twitter



Top Tweets

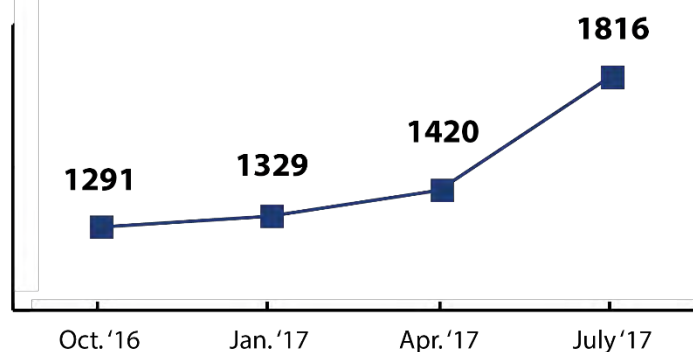
Tweet	Total Impressions
Project HIRE helped over 50 students with DD pursue certificate-level degrees at @STCPR.	1,683
Wednesday: Senate Health and Human Services Committee to consider multiple bills related to SSLCs.	1,177
Committee hearings next week: <ul style="list-style-type: none"> • House Human Services • House Elections • Senate Education • More 	927
.@RealEconImpact to host webinar (6/8) about the impact earnings may have on SSI & Medicaid benefits.	888
GCPD seeks artwork from Texans with disabilities for 2017 NDEAM poster contest. Deadline June 12.	879
State Budget Update: Learn how disability-related programs could be affected by the House & Senate budgets.	871
April is #Autism Awareness Month and Autism Acceptance Month. Learn more: http://bit.ly/2nIHdwp	812
Thanks to @TANOorg for sharing information about our #grants: <ul style="list-style-type: none"> • Sibling Network • DD Policy Fellows • More 	812
WATCH NOW: Senate Health & Human Services Committee to address multiple bills related to SSLCs.	792
House Public Education Committee to discuss HB 674 (prohibit out-of-school suspension for students under 6).	761

Impressions: the number of times a tweet has been seen

Email



Email Subscribers



Email Messages

The following emails were sent to eNews subscribers.

Email Subject	Open Rate	Click Rate
RFP to Establish Texas Statewide Sibling Network	28.71%	3.08%
TWC Seeks Applicants for Purchasing from People with Disabilities Advisory Committee	26.27%	2.04%
Advocacy Opportunities in Texas (Sent May 17, 2017)	25.18%	1.92%
Upcoming Advocacy Opportunities for Texans (Sent May 11, 2017)	24.86%	2.57%
RFP to Develop the Next Generation of DD Policy Professionals	24.82%	1.96%
Webinar: How Will Earnings Affect Your Benefits?	24.44%	4.65%
Upcoming Advocacy Opportunities for Texans (Sent June 9, 2017)	24.36%	1.60%
Apply for Texas Partners in Policymaking	23.60%	2.53%
TCDD Seeks Grant Review Panel Members	23.58%	4.95%
GCPD Seeks Artwork for Poster Contest	23.24%	2.19%
Advocacy Opportunities in Texas Next Week (April 11, 2017)	23.01%	3.07%
Upcoming Advocacy Opportunities (April 19, 2017)	22.70%	1.98%
Legislative Hearings: April 10-11	22.49%	1.17%
Advocacy Opportunities in Texas Next Week (June 13, 2017)	22.01%	1.77%

I & R Requests and Distribution

Information and Referral (I&R) Requests: Staff responded to 61 requests for information and referral.

Printed Materials Distributed:

- Funding Opportunities — 13
- Become A Council Member — 10
- People First Language Handout — 86
- Biennial Disability Report in English — 1
- Higher Education Guide in English — 62
- Higher Education Guide in Spanish — 24
- Alternatives to Guardianship: Supported Decision-Making — 20
- Next Step DVD — 15
- Next Step DVD Booklet — 6

Blog Posts

Stay Informed with TCDD's Bill Tracking Reports

TCDD has analyzed over 500 bills that could affect Texans with disabilities and their families. Check out our easy-to-use Bill Tracking Reports to learn about the bills that could impact you.

State Budget Update: What You Need to Know

The Texas House and Senate each approved their versions of the 2018-2019 biennial budget. TCDD compared the budgets and analyzed how disability-related programs and services in Texas could be affected.

RFP to Develop the Next Generation of DD Policy Professionals

TCDD issued an RFP to fund up to two organizations to hire and support a full-time Policy Fellow to develop an understanding of policy and build skills to promote self-determination and self-advocacy.

RFP to Establish Texas Statewide Sibling Network

TCDD issued an RFP to establish a Texas Statewide Sibling Network that will help siblings learn about disability-related issues and develop advocacy skills. The deadline to submit a proposal is June 14, 2017.

Short Notice for Legislative Hearings

As the legislative session winds down, the legislative process will tighten and hearings may be posted with less notice. In some cases, TCDD may share hearing information via social media instead of email.

Older Americans Month 2017

May is Older Americans Month. Advancements in medicine, public policy changes, and greater community inclusion has led to improved life expectancies and quality of life for older adults with DD.

Radames Fuentes Joins TCDD as Grants Management Specialist

Fuentes is a retired U.S. Army veteran with extensive experience in logistics, planning, and contract compliance monitoring.

Provide Your Feedback about VR Services

The Texas Workforce Commission is seeking feedback to improve vocational rehabilitation (VR) services. Provide your feedback at a regional town hall meeting or via email.

2017 Update: Transition to Managed Care in Texas

Many Texans with disabilities will transition from traditional Medicaid to Medicaid managed care and how you receive your health care could change.

RFP for Leadership and Advocacy Training by Self-Advocates

TCDD issued an RFP to fund one local self-advocacy organization to provide leadership development and advocacy skills training. The deadline to submit a proposal is August 30, 2017.

RFP for Peer Supports Training Program

TCDD issued an RFP to fund one organization to develop and pilot a peer supports training program. The deadline to submit a proposal is August 30, 2017.

TCDD at Disability-Related Events

To raise awareness about TCDD and the opportunities we provide for people and organizations to get involved with TCDD, we had a presence at the following events this year.

Event	Location	Received TCDD Info	Email Subscribers	Potential Council Members
CTAAFSC	Austin	15	7	0
AADMD Conference	Houston	15	7	0
Texas Parent to Parent Conference	San Marcos	100	78	0
Totals		130	92	0

Upcoming events

- July 25–28 — AAIDD Conference (Houston)*
- July 28–30 — Texas Advocates Conference (Corpus Christi)
- July 29 — Adventures in Autism (Denton)*
- September 25–28 — PACSTX Conference (Fort Worth)
- September 22–24 — Texas Tribune Festival (Austin)*
- October 4–5 — Autism Conference (Harris County)
- November 2–4 — NAMI Texas Conference (Austin)
- November 3–4 — The Arc of Greater Houston Positive Futures Conference (Houston)

TCDD may have a presence at events marked with an asterisk (*).

Audit Committee Minutes

Tab 22

Background:

Minutes of the November 2, 2016, Audit Committee meeting are included for your review.

Audit Committee — Agenda Item 3

Expected Action:

The Committee will review, revise as appropriate and approve.

AUDIT COMMITTEE MEETING November 2, 2016 — MINUTES

Committee Members Present

Kristen Cox, Chair
Mary Durham, Council Chair
Scott McAvoy
John Thomas

Committee Members Absent

Amy Sharp
Guests Present
Daniel Graves, Weaver and
Tidwell

Staff Present

Beth Stalvey, Executive
Director
Martha Cantu
Cynthia Ellison
Jessica Ramos
Joshua Ryf
Koren Vogel

Call To Order

The Audit Committee of the Texas Council for Developmental Disabilities convened on Wednesday, November 2, 2016, at the Sonesta Bee Cave-Austin, 12525 Bee Cave Parkway, Bee Cave, TX 78738. Committee Chair Kristen Cox called the meeting to order at 2:06 PM.

1. Introductions

Committee members, staff and guests were introduced. Committee member Amy Sharp participated as a non-voting member through conference call.

2. Public Comments

No public comments were offered to the Committee.

3. Consideration of Minutes

The Committee reviewed the minutes from the October 13, 2015, Committee meeting. No revisions were offered.

MOTION: To approve the minutes of the October 13, 2015, Audit Committee meeting as presented.

MADE BY: Mary Durham

SECOND: Scott McAvoy

The motion **passed** without opposition.

4. Review of FY 2016 Findings and Observations for Website Maintenance

Daniel Graves, Senior Manager from Weaver & Tidwell LLP discussed internal audit activities and noted that he planned to change the order of the agenda based on his presentation. Graves first presented the findings from the 2016 internal audit on TCDD Website Maintenance. An overall assessment rating of “satisfactory” was awarded. Graves explained the audit focused on current procedures in place for appropriate risk and regulatory coverage and compliance to ensure efficient and effective processes. Key functions and sub-processes that were reviewed included Content Management, Reporting, and Accessibility. The objectives of the audit were:

- A. Determine whether internal controls in the Website Maintenance process are designed to ensure that consistent processes are implemented for content management, reporting and accessibility.
- B. Ensure that selected controls in the Website Maintenance processes are operating efficiently, effectively, and resulting in accurate information.

A total of 20 controls were identified to be in place for website maintenance and were found to be generally operating as designed. Weaver made six recommendations to assist management in improving the website maintenance process. Of the six recommendations, three contained a moderate risk rating and three contained a low risk rating.

The recommendations included:

- A. Formalize the process of logging, tracking, and documenting the approvals of changes to the agency's website. (Moderate)
- B. Implement access administration procedures to document approval of user access permissions and a periodic review of user access rights. (Moderate)
- C. Develop a test environment to pilot software updates and patches prior to publishing them to live website. (Moderate)
- D. Document the review and approval of external links prior to posting them to TCDD's website. (Low)
- E. Standardize procedures to document the performance of accessibility testing of website content. (Low)
- F. Require the website hosting vendor to provide regular website availability reports, backup space reports, and security reports to demonstrate compliance with contract terms. (Low)

Graves discussed the response plans that TCDD management have drafted for the findings. He noted that action for findings 2 and 6 were implemented by September 30, 2016, action for findings 3 and 5 will be implemented by December 30, 2016, and action for findings 1 and 4 will be implemented by March 31, 2017.

5. Consideration of the FY 2016 Annual Internal Audit Report

Graves next discussed the FY 2016 Annual Internal Audit Report which is due to the State Auditor's Office (SAO) and must be posted on the TCDD website in November 2016. While the official deadline for submission to the SAO is November 1, TCDD received an extension until November 7 to allow for the timing of the board meeting to obtain Council approval. The report is in the format prescribed by the SAO and includes an overview of FY 2016 Internal Audit Activities, consulting and non-audit services performed for TCDD, Internal Audit Quality Assurance Report, overview of the FY 2017 Internal Audit Plan, external audit services.

MOTION: To recommend Council approval of the FY 2016 Internal Audit Report.

MADE BY: Scott McAvoy

SECOND: John Thomas

The motion **passed** unanimously.

6. Review of FY 2017 Audit Plan

Graves next reviewed the FY 2017 Audit Plan noting that the planned audit area will be Grant Management and Administration. Activities to be evaluated will include the request for proposals (RFP) process, grant awards, grant issuance, grantee monitoring, sub-recipient monitoring, and grant reporting. The internal audit will also perform follow-up procedures to the FY 2015 and FY 2016 findings to ensure corrective action has been taken.

7. Update — FY 2015 Audit of Controls and Procedures

Graves reported that TCDD management is diligent in addressing the findings of the FY 2015 Audit of Controls and Procedures and that most will close with follow-up procedures. This concluded Graves' participation in the meeting and he left at this time.

8. Discussion of RFP Process to Select Internal Auditors for FY 2018 — FY 2021

Operations Director Martha Cantu reported that the contract with Weaver and Tidwell will conclude in November 2017. TCDD will need to go through the bid process to obtain a new internal auditor. Cantu briefly reviewed the history of TCDD internal audit activities since 2002 as well as determined risk areas. Cantu discussed timelines for this process, noting that it will begin in April 2017 with a one-month posting to the Electronic State Business Daily website. The evaluation process, oral presentations and negotiation process will take place during the summer of 2017 so that a recommendation can be made to the Council at the August 2017 meeting. The new contract would begin September 1, 2017 at the beginning of FY 2018.

Committee members agreed that the RFP should be similar in scope to the previous posting. John Thomas and Scott McAvoy agreed to help review the proposals.

9. Other Discussion Items

No further topics were offered for Committee discussion.

Adjourn

Committee Chair Cox adjourned the Audit Committee at 3:12 PM

Beth Stalvey, Secretary to the Council Date

Consideration of FY 2017 Annual Internal Audit Report

Tab 23

Background:

The FY 2017 Annual Internal Audit Report is provided for Council review and approval. The approved report is required to be filed with the State Auditor's Office (SAO) by November 1 of each year, in accordance with the Texas Government Code, Section 2102-015.

Audit Committee — Agenda Item 6

Expected Action:

The Audit Committee will review the information provided and may recommend Council approval of the Annual Internal Audit Report.

Council — Agenda Item 5

Expected Action:

The Council will consider Audit Committee recommendations and may approve the Annual Internal Audit Report for submission to the State Auditor's Office.

FY17 Audit Findings Report

Tab 24

Background:

The FY 2017 Audit Findings report includes an audit of the Grants Management Division, and follow up activities on the Year 2 website maintenance audit. Internal Auditors also completed the FY 2017 Annual Internal Audit Report which must be filed with the State Auditor's Office in November 2017.

Reports coming soon ...

Audit Committee — Agenda Item 4-5

Expected Action:

The Audit Committee will review the information and may provide guidance to staff.

Council — Agenda Item 15. B

Expected Action:

The Council will receive a report on the Audit Committee discussion.

**Quarterly Council and Committee Meetings
Dates:**

November 1-3, 2017

February 7-9, 2018

May 2-4, 2018

August 1-3, 2018

Council Meeting — Agenda Item 17

Expected Action:

Discussion only; no action is anticipated.